

# Toolbox Talk Meeting Record Checklist

## Construction

### GENERAL

Is relevant paperwork available?

☐ Yes☐ No☐ Na

Is correct material available?

☐ Yes☐ No☐ Na

Is the job information available by the supervisor?

☐ Yes☐ No☐ Na

Is the material of optimum quality?

☐ Yes☐ No☐ Na

Are correct tools and equipment available?

☐ Yes☐ No☐ Na

Is site-specific PPE being used?

☐ Yes☐ No☐ Na

Is there a sufficient time frame allotted to tasks?

☐ Yes☐ No☐ Na

Are all required documents been signed on?

☐ Yes☐ No☐ Na

Are tasks being carried out as per RAMS?

☐ Yes☐ No☐ Na

Is housekeeping good?

☐ Yes☐ No☐ Na

Is the quality of installation acceptable?

☐ Yes☐ No☐ Na

Has the asbestos report been referred to before commencement of work?

☐ Yes☐ No☐ Na

Are test results recorded?

☐ Yes☐ No☐ Na

Are pictures recorded for office use?

☐ Yes☐ No☐ Na

Is a helper available?

☐ Yes☐ No☐ Na

Is the worker able to carry out required tasks?

☐ Yes☐ No☐ Na

Is the helper aware of safety standards?

Yes

No

Na

Is general development acceptable?

Yes

No

Na

Is housekeeping good?

Yes

No

Na

Is behavior on-site acceptable?

Yes

No

Na

Signature

SIGNATURE