

# Weekly Toolbox Meeting Minutes Checklist

## Construction

### WEEKLY TOOLBOX MEETING

What were the safe observations before the meeting commenced?

textarea

New hazards found:

textarea

Proposed actions for hazards:

textarea

Activities that require task analysis

textarea

Accidents reported since last meeting:

textarea

Actions taken:

textarea

Non conformance of actions from last meeting:

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Actions proposed:

textarea

Topics introduced in present meeting:

textarea

Details of training needed:

textarea

Follow up actions required

textarea

Tasks planned for next period:

textarea

Signature of attendees:

SIGNATURE