

**DAS – Record of toolbox meeting - Please complete relevant topics**

This form is related to procedure OCP-05 – Toolbox Meetings

<b>Depot Location:</b>		
<b>Date:</b>	<input type="text"/>	<b>Time:</b> <b>:</b> <b>AM/PM</b>

<b>Topic:</b>	
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**Working near Traffic**

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**Traffic Guidance Scheme (TGS)**

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**Communication with team and other parties. State your intentions**

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**Training – SoP, SWMS, procedures or other information**

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**Motor vehicle incident – Safe driving and fatigue management**

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**HVCoR – pre-start checks, driver log books, defect notices and load restraints**

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**Manual Handling – assessing loads and team lifting**

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**Work related violence – unpredictable actions by MOP's**

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**Plant and Equipment**

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**PPE – supplied and suitable for works**

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**Weather and environmental conditions**

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**Safety alerts**

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**Fall from Heights – truck trays and layout vehicles**

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**Other topics**

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**Comments/feedback/improvements:**

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<b>Presenter's Name:</b>				<b>Presenter's Signature:</b>			
<b>Form returned to Supervisor?</b>	<input type="checkbox"/> Yes		<b>Date:</b>				
<b>Saved into Teams?</b>	<input type="checkbox"/> Yes	<b>Date:</b>		<b>Ref #</b>			

<b>Name</b>	<b>Initials</b>	<b>Name</b>	<b>Initials</b>