



## OHS PROGRAM – TOOLBOX MEETING AND ATTENDANCE

**Form #: 03-10**

Created: June 2025

Last rev:

Rev. 1.2

1 of 2

Project Name:		Presenter:	
Address:		Supervisor:	
Date:		Time:	

Topics – choose a WSBC section	Only <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">circle</span> the ones discussed or write your own in empty box <span style="font-size: 2em;">➔</span>				
<b>Rights and Responsibilities</b>	Young workers/ Supervisors/ Workers	Inspections/ corrective actions	Housekeeping/ clean-up	Refusal of work	
<b>General Conditions</b>	Circumvention of safeguards	Impairment	Work alone	Bully and Harassment	Guardrails / handrails    Lighting
	Dropped/ falling objects	Smoking/ vaping	Pers. hygiene		
<b>Chemical Agents and Biological Agents</b>	WHMIS	Storage/ spills	Flammable/ pressure	Indoor use of engines	
<b>Substance Specific Requirements</b>	Asbestos	Biological	Lead	Silica	
<b>Noise, Vibration, Radiation and Temperature</b>	Exposure	Vibration/ Impact	Hearing test	High/ low temp work	
<b>Personal Protective Clothing and Equipment</b>	Head/ eye/ face	Respiratory	Footwear	High Vis./ flame resist.	
<b>Confined Spaces</b>	Identification	Assessment	Procedure	Trained/ approved	
<b>De-energization and Lockout</b>	When required	Locations on this site	Who is responsible		
<b>Fall Protection</b>	When needed	Hierarchy	Anchors	Pre-use inspection	
<b>Tools, Machinery and Equipment</b>	Safeguards	Removal from service	instructions		
<b>Ladders, Scaffolds and Temporary Work Platforms</b>	Short duration work	Pre-use inspection	Right ladder	3 x base height/ pre- use	
<b>Cranes and Hoists</b>	Certified operator	Look up and listen	High voltage	No fly	
<b>Rigging</b>	Qualified rigger	Certified lifting device	Pre-use inspections	Bulk bags	
<b>Mobile Equipment</b>	Pre-use inspection	Competent operator	Unobstructed Unattended	Secure loads	
<b>Traffic Control</b>	Plan	Order of controls	TCP		
<b>Electrical Safety</b>	Low voltage - LOA	High voltage – LOA	30M33	Call before dig	
<b>Construction, Excavation and Demolition</b>	Prime Contractor	After hours work	Report all injuries	Report all incidents	Safe Access    Excavations
	Fly forms	Deck turnover	Thrust out platforms	Stacking material	
<b>Evacuation and Rescue</b>	Muster station	Fire plan	Notify if leave site	DEP	



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<b>Psychological health and safety</b>	Ask for help and offer to help	Have a tolerant, non-judgemental attitude toward others	Report Bullying and Harassment situations	Encourage respectful behaviors	Talk to a professional when needed
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**Additional topics/ Procedures reviewed** *(Note down name of procedure and its revision #/date and/ or details of additional topics)*

<b># Of FA since last meeting:</b>		<b># Of Medical Aids:</b>		<b>Near Miss / Accidents to review?</b>	<input type="checkbox"/> Y – describe below <input type="checkbox"/> N
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**Discuss and list comments on lessons can be learnt from the above numbers:**

**Safety Concerns Brought up by Workers:**

Concern	Action to take	Date taken

**Attendance Record – add additional on back of this page if needed**

Name <i>(please print)</i>	Signature	Name <i>(please print)</i>	Signature

**Additional Comments *(completed by presenter):***

**Presenter/Supervisor Signature – by signing below you confirm that these workers participated in this toolbox talk.**

Name:	Signature	Date:
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