
	<p><i>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</i></p> <p>4.30. TOOLBOX MEETING</p> <p><i>HSE PROCEDURES MANUAL</i></p>	<p>Sect : 4.30 Page : 1 of 3 Date : 7-Aug-25 Rev : 10.1 Appr : DPA</p>
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TOOLBOX MEETING

The daily work plan meeting will be followed up with departmental Toolbox meetings with respective crew members.

The Toolbox meeting is an informal group discussion, held just before commencement of the job, by the members of a team that focuses on a particular safety issue related to the intended work.

The meeting should be held at the site of the work. If work site conditions make this impracticable for the risks to be adequately addressed, the Toolbox meeting can be performed at another location or form part of the Daily Work Meeting. The members should be dressed in the work gear and PPE to be used for job.

The Toolbox meeting should also include a walk around and inspection of the work site to determine what could be expected to cause harm. It is important to consider persons outside the work party that could be affected. If members are added to the work group after a Toolbox meeting has been held, they must also be briefed.


Toolbox meetings provide the forum for the 'Person In Charge' of Work Team to ensure that everyone involved in the activity fully understands the tasks, hazards involved, hazard control measures to be employed and procedures to be followed. PPE should be inspected for correct donning and effectiveness. The Permits to work with associated Risk Assessments must be checked to ensure they are valid, and all conditions therein are being met.

Toolbox meetings can be used to address actual peculiarities on the ship. The person leading the meeting can draw on the experiences of seaman in the group and use that experience to remind all present of the dangers of working with particular type of PPE, machinery, tools, materials, equipment and the physical environment.

All persons involved in the job should be present at this talk. Should the job extend over lunch time or break for the evening, another meeting should be convened before the restart of work.

The objective of Toolbox Meeting is to:

- Inform crew regarding job planned for the day.
- Brief job scope and responsibilities to each crew member.
- Discuss health and safety issues related to the job being performed.
- Discuss past experience hazards for the given task.
- Discuss safe working practices, use of PPE, machinery, tools, equipment, materials and anything else that may cause or contribute to work-related accidents.
- Identify job specific risks and setting controls to minimise them.
- Ensure appropriate work permits are completed and approval obtained from concerned personnel /company.

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- Ensure lockout and tag out procedures if required are complied with.
- Ensure interdepartmental jobs are discussed in detail.
- Ensure maintenance procedures are discussed in detail.
- Discuss emergency actions that may be required in the event of an incident.
- Reinforce the principle of stopping work should any person feel that the work practices or work site are unsafe.
- Carry research and gather any necessary documents such as MSDS, manufacturer's instructions, and Permits to work with associated Risk Assessments.
- Carefully consider any expressed safety concerns.
- Check PPE is in working condition.

Toolbox meetings should be held by the Person in Charge of performing the work at the job site for all critical tasks, routine operations, tasks involving new personnel, after a break of more than 1 hour, the revalidation of Work Permits, or whenever there is a change to the work scope.

It is vital to communicate the job steps, hazards, controls and responsibilities to all members of the work party.

If the Toolbox meeting raises issues, then the task should not be started until the issues are resolved.

Records are to be kept of the relevant Toolbox Meetings being held, this may be in the relevant log books etc.