

## Tool box meeting

### Participate in the toolbox talk



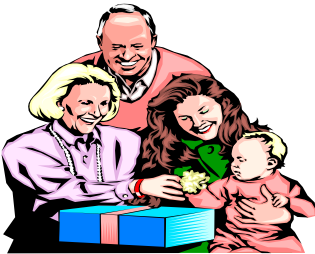
- Tool Box meetings should be held by the Person in Charge of performing the work at the job site daily for all critical tasks, routine operations, tasks involving new personnel, or whenever there is a change to the work scope.
  
- The objective of tool box meeting is to
  - *Inform crew regarding jobs planned for the day;*
  - *Brief job scope and responsibilities to each crew;*
  - *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;*
  - *Ensure lockout and tag out procedures if required are complied with;*
  - *Ensure interdepartmental jobs are discussed in detail;*
  - *Highlight any conflict of work activities across the departments.*
  - *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;*
  - *Carefully consider any expressed safety concerns.*
  
- If work site conditions make this impracticable for the risks to be adequately addressed ,the Tool Box Meeting can be performed at another location or form part of the Daily Work Meeting.

## Tool box meeting

- Toolbox talks 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.
- Additional toolbox meetings should be held as required throughout the day i.e. if there are significant changes to the task, people involved or environment conditions.
- It is vital to communicate the job steps, hazards, controls and responsibilities to all members of the work party.
- The Toolbox Talk 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 Talk has been held, they must also be briefed.
- If the Toolbox Talk raises issues, then the task should not be started until the issues are resolved.

### ***EFFECTIVE IMPLEMENTATION OF DAILY WORK PLAN MEETING***

- ***GOOD SAFETY CULTURE ONBOARD***
- ***SAFE SHIP***
- ***ZERO INJURIES***
- ***ZERO SPILLS***
- ***GOOD REPUTATION***



**Promote safety culture and Think safety!**

**Your family will love you for it**

**The decision is yours**