

PTW Safety Checklist No. 00



TOOLBOX MEETINGS

Permit Number:		Date:
Rev 1.0	Issue Date: 20/10/2023	Authorised By: PSM

A NEW TOOLBOX MEETING CHECKLIST TO BE FILLED OUT FOR EVERY PERMIT ISSUE AND RETAINED WITH THE PERMIT:

PICWS is to ensure:

- Toolbox is held prior to starting work and when there are any **changes to the work scope or work party**
- Review the **JHA, checklists, procedures** and all **permit documentation**
- Any **additional hazards and controls** **SHALL** be added to the JHA
- Any change of work scope to be discussed & authorised by the Permit Issuer **before** work can commence.
- Roles and responsibilities are communicated
- Work area call points, fire extinguishers, safety showers / eyewashes, first aid kits, phone locations and emergency exits are identified.

Tool box	Scope of work discussed below Hazards added to JHA	Check Lists Reviewed	Time	PICWS Name & Signature
1.				

5X5 or Additional Toolboxes Held During Day

	Record Scope of work or 5x5 below Identified Hazards added to JHA	Check Lists Reviewed	Time	PICWS
2.				
3.				
4.				

