

PTW CHECKLIST – NO. 00		Title: TOOLBOX MEETINGS	
Owner: Permit System Manager			
Approver: Permit System Manager		Max Validity Period: 5 years	
Permit No.:		Date:	

Latest Rev	Issue Date	Details of change	Authorised By
1.0	20/10/2023	First Issue	T Lindsay
2.0	Sept 2026	Add requirements to review boundary of isolation. Formatting.	T Lindsay

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 **Boundary of isolations, Work Scope, 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.				

Work party sign on

All members of the work party sign below at initial toolbox meeting or when joining the work party.

Signature here confirms you understand the isolation boundaries, work scope, controls, recovery plans, procedures and your role relating to work controlled under this permit.

Name	Signature	Name	Signature

Toolbox meeting

As the PICWS you should not only ensure that the Toolbox meeting is held, but that all members of your work-party are present and actively contributing to the Toolbox meeting. A QUALITY toolbox meeting plays a key role in the success of every aspect of the job.

Toolbox meetings should be an inclusive meeting where all team members contribute to the discussion. A good toolbox meeting should cover / include:

- Review boundary of isolations in place and boundary of work scope.
- Daily work scope and objectives – ensure instructions are clear, received and understood.
- Hazards and controls – go through the JHA. Are there any high-risk activities?
- Precautions on the Permit and associated checklists that are required to be implemented.
- Carrying out a team 'Hazards of the Day' review with any identified hazards then added to the JHA.
- Confirm housekeeping requirements.
- Encouraging personnel to intervene if something is not right.
- Emergency response – what are we going to do if it all goes wrong, identify call points and safety equipment.
- Finish the meeting on a positive!