



TOOLBOX MEETING REPORT

Meeting Leader: _____

Date: _____

Project Name: _____

Project Location: _____

Permit Number: _____

Radio Channel: _____

ERP Meeting Point: _____

Emergency Phone #: _____

Weather Conditions: _____

On-Site Supervisor: _____

Personnel Confirmed Fit for Duty? Yes ☐ No ☐

Quality Requirements Reviewed? _____

Evan Sluchinski: 780-233-5831

Phil Mamers: 780-297-7445

HSE PROMPTS

PPE Requirements:

Permits Obtained/Reviewed:

Housekeeping Points Reviewed:

SDS Reviewed (What products are to be used):

Proper Tools Available & In Good Condition:

Overhead & Underground Hazards Reviewed:

Environmental Impacts (Spill Containment, Etc.):

Ground Conditions Verified:

Ground Disturbance Plan Reviewed:

Spotter Requirements:

Barriers & Signage (Requirements & in place):

General Pre-Job/Task Discussion

Discuss potential job hazards/plans to reduce or eliminate hazards and significant information pertaining to the work. Discuss recent incidents and information related to the work site.

Plans to eliminate hazards:

[illegible]