Please Print Double Sided

Record what was discussed during the Toolbox Meeting. Tick the topics covered and make notes. Include input from all relevant staff, hirers and contractors.

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| **Venue:** | **Event or Show:** | **Department:** |
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| **Topics discussed:** |
|  | Event/ Task Safety on Site |  | Emergency Management |  | Working in Hot/ Cold Conditions |
|  | Hazard Reporting |  | Electrical Safety |  | Work Area Design |
|  | Manual Handling |  | Alcohol and Other Drugs |  | Hazardous Chemicals |
|  | PPE |  | Unsafe Practices within Venue |  | Traffic/ Pedestrian Controls |
|  | Injury Prevention |  | Housekeeping |  | Working at Heights |
|  | Waste Management |  | Hirer / Subcontractor Responsibility |  | Working Confined Space |

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| **Safe Work Method Statements (SWMS) sighted and discussed:** |
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| **Record of comments and discussion:** |
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