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| **Date** | **Time** | **Crew (first and last names)** | **Notes** |
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Venue :

Toolbox Talks

Toolbox talks are a start of shift 5-10min group chat. Discussion point are suggested to be as follows:

1. - Overview and allocation of shift tasks

Provide an overview of the broader task at hand.

Assigning each member of crew a role, outlining any specific expectations.

1. - Hazard Identifications

Collectively consider what new or significant risks may need to be managed.

Log these in the *Site Specific Risk Assessment*

1. - Health and Wellbeing Update

Does every body feel ok?

Is anyone feeling the effects of an injury or fatigue?

If so, how will this affect their ability to perform their task? Find a workable solution (i.e reallocation of tasks)

Crew may wish to discuss privately if the matter is sensitive.