



**Mining & Quarrying**  
OCCUPATIONAL HEALTH &  
SAFETY COMMITTEE

# Toolbox Meeting Guide

Promoting Work Health and Safety in the Workplace

# The South Australian Mining and Quarrying Occupational Health and Safety Committee

## Promoting Work Health and Safety in the Workplace

This workplace industry safety resource is developed and fully funded by the Mining and Quarrying Occupational Health and Safety Committee (MAQOHSC).

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# Toolbox Meeting Guide

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## AIM

The aim of this Guidance Material is to provide Persons Conducting a Business or Undertaking (PCBUs) with practical guidance on toolbox meetings.

## Forward

As stated in the MAQOHSC Workplace Consultation and Communication Guide, Persons Conducting a Business or Undertaking (PCBUs) have a duty to consult with workers.

Section 47 of the *Work Health and Safety Act 2012 (SA)* states: *A person conducting a business or undertaking must consult, so far as is reasonably practicable, with workers who carry out work for the business or undertaking and who are (or are likely to be) directly affected by a health and safety matter.*

One simple and effective way to ensure you consult with workers is to conduct regular scheduled toolbox meetings.

## 1. What is a toolbox meeting?

Toolbox meetings are a way for information to be provided to workers, and for workers to have their say about hazards / controls, incidents / accidents, work processes and company procedures.

Toolbox meetings also help to create an environment to discuss task specific or timely safety communications, identify problems or highlight specific safety concerns / risks.

## 2. Structure of a toolbox meeting

Toolbox meetings should be held on a regular basis and should take no more than 10-15 minutes. The frequency of meetings will depend on the size, nature and location of your site. Some hazardous activities could require daily meetings, while often a weekly / fortnightly meeting will suffice. Toolbox meetings should be short and to the point.

## 3. What information do we include?

Toolbox meetings can be used to inform and consult with workers on a number of different topics. This may include, but is not limited to:

- Changes to policies and procedures;
- Identification of new hazards (including Principal Mining Hazards) and review of existing hazards;
- Implementation or review of control measures;
- Accident and incident data (note: important not to identify persons involved in accidents or incidents);
- Development or review of work processes;
- Development or review of the Safety Management System; and
- Development or review of Emergency Plans.

## 4. Records of toolbox meetings

Details of toolbox meetings must be recorded and maintained. Toolbox meeting minutes should include, date, time, location, topic/s, follow up items and attendees names and signatures.

## **FURTHER ASSISTANCE**

MAQOHSC Work Health and Safety Specialists are available to provide further advice and assistance on all Work Health and Safety matters.

MAQOHSC Work Health and Safety Specialists are able to be contacted via our website at [www.maqohsc.sa.gov.au](http://www.maqohsc.sa.gov.au) or email [maqohsc@sa.gov.au](mailto:maqohsc@sa.gov.au).

## **ADDITIONAL INFORMATION**

Work Health and Safety Legislation, Codes of Practice, fact sheets, Health and Safety Representatives (HSR) information and guides can be found at the following websites:

SafeWork SA – [www.safework.sa.gov.au](http://www.safework.sa.gov.au) or call 1300 365 255

Safe Work Australia – [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au) or call 1300 551 832

Insert Company Logo  
Here

# Toolbox Meeting Minutes Template

Meeting held at: \_\_\_\_\_ Date: \_\_\_\_\_

Meeting conducted by: \_\_\_\_\_ Signed: \_\_\_\_\_

HSR: \_\_\_\_\_ Signed: \_\_\_\_\_

## Issues / Topics to be covered:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## Other issues addressed:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## Action Required:

Action	By Whom	Timeframe

## Attendance: (all participants to print name and sign)

1. \_\_\_\_\_ Signed: \_\_\_\_\_
2. \_\_\_\_\_ Signed: \_\_\_\_\_
3. \_\_\_\_\_ Signed: \_\_\_\_\_
4. \_\_\_\_\_ Signed: \_\_\_\_\_
5. \_\_\_\_\_ Signed: \_\_\_\_\_
6. \_\_\_\_\_ Signed: \_\_\_\_\_
7. \_\_\_\_\_ Signed: \_\_\_\_\_
8. \_\_\_\_\_ Signed: \_\_\_\_\_
9. \_\_\_\_\_ Signed: \_\_\_\_\_
10. \_\_\_\_\_ Signed: \_\_\_\_\_

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