**Toolbox Meeting Scripts**

**These toolbox meeting scripts have been created to illustrate how a farmer can practically engage with their employees about various safety issues.**

**The scripts have been created based on a hypothetical farmer, Phil from Philosophical Farms, to assist farmers to start conversations with their employees, and to enable them to produce evidence that demonstrates that they are meeting the important duty to consult with their employees about matters that affect their safety. The scripts are a ‘conversation starter’.**

**The term that commonly applies to having conversations about safety is referred to as having a toolbox meeting.**

**To meet your duty to consult you must give your employees an opportunity to express their views on the matters that you consult on, and take their views into account. Make sure that you encourage your employees to speak up and actively get them involved in the discussions around how you, and they, can work together to ensure that your farm is safe.**

**Sample Toolbox Meeting Script #1**

**How to introduce an OH&S Policy, Issue Resolution Procedure, induction procedures and license checks**

To ensure, so far as is reasonably practicably, that he meets his duty under the OHS Act 2004 to consult with workers about matters that affect their safety Phillip from Philosophical Farms has decided to conduct monthly OHS toolbox meetings on his farm.

Phil knows that safety is discussed on a routine basis but that those discussions generally relate to the work that is being performed at that time. Phil has strategically planned to conduct his toolbox meetings to compliment the day to day discussions and to properly utilise his OHS systems.

Phil has a permanent workforce of just a few employees but during various times of the year the number of workers present on his farm can vary significantly as a lot of the work is undertaken by subcontractors. Phil commits to undertaking toolbox meetings irrespective of the number of workers on site. Phil writes down the details of each worker’s High Risk Work Licenses and Drivers Licenses for those workers that have them.

***NOTE:*** *High Risk Work Licenses are required for the operation of forklifts and telehandlers. WorkSafe issued High Risk Work Licenses are valid for 5 years. It is an offence for an employer to allow a person to perform any of the above mentioned types of work without an appropriate, up to date, High Risk Work License.*

**Script**

“Gather round everyone, pull up a chair or a trestle and let’s have a sit down for 5-10 minutes. We’re going to have a toolbox meeting”

Once the workers have settled down Phil hands over a copy of his company’s OHS Policy, which is on his company letterhead clearly signed and dated.

“Here is my OHS policy. What that document tells you is that I am fair dinkum about your safety…. not that you ever had any reason to doubt that, but here in just a few words is a document that clearly tells you that.”

Before anyone interjects Phil continues “And in terms of being serious about safety, the law requires that I consult with you about health and safety and that is what I will be doing on our property in future. I know that we will talk about safety from day to day but in future, probably about once a month or so, we will also take 5-10 minutes to sit down and talk about safety more formally”.

Once Phil’ OHS policy has been handed around and everyone has had a chance to look at it Phil then hands around a copy of his OHS Issue Resolution Procedure. The procedure details the manner in which disputes or differences on health and safety will be resolved on Phil’s property.

When we have these meetings, or even from day to day, should any sort of difference arise on any health and safety issues this document outlines how we will work through those differences. The procedure outlines the various steps that we will follow, including involving the (Refer to external OHS resources such as industry association) with the necessary expertise to assist if necessary. If, after following this procedure, the issues still cannot be resolved then it will be open to anyone to call for a WorkSafe Inspector to attend the workplace to assist.”

“Are you ok with that procedure?” Phil asks. On seeing that the workers at the farm have acknowledged the procedure Phil states “thanks, then that is how it’s done”

Phil then turns his mind to Induction training for new employees and contractors.

“I am genuinely committed to making sure that our workplace is safe. If you started here tomorrow as a new employee what would you have liked to have been shown from a health and safety point of view? I would love to hear your thoughts”

Phil writes down the suggestions for inclusion in his induction checklist for new employees.

Phil also has a desire to make sure that on the off-chance that he has to get any worker on his farm to perform high risk work that they have the appropriate WorkSafe issued photo id High Risk Work License. “While we are checking your High Risk Work Licenses, just in case we need to get you to jump onto the forklift or the telehandler we will do you a favour as well and check that your licenses are up to date”.

“And before you go, I may also need you to drive the company ute into town from time to time and so I also need to ensure that you are properly licensed. Could you also please show me your driver’s licenses after this meeting so that I know who I can authorise to drive our vehicles?”

**How does Phil record the Toolbox Meeting?**

Phil records his toolbox meeting on his Toolbox Meeting template. Phil’s records reflect the issues that he discussed and the names of those that were present on site during those discussions.

***Note:*** *An employer can get workers to sign off to indicate that they were present or they can simply record the names themselves. It does not matter how the names are recorded.*

A sample of the minutes from this meeting are attached.

**What does Phil do Next?**

Phil takes the OHS Policy, the OHS Issue Resolution Procedure and the minutes from the meetings and inserts them into his OHS folder in his office (or in an OHS folder on his computer). For Phil this material constitutes a significant portion of his OHS system. The material that he has collated demonstrates that he has been proactive in engaging with his employees and subcontractors and consulting with them about matters that affect their safety.

Record of OHS Toolbox Meeting

|  |  |
| --- | --- |
| Farm name:  123 Hort Lane, Livestockton | Meeting date:  13 July 2021 |
| Work group: | Distribution:  Lunchroom Notice Board |
| Meeting conducted by:  Phil, Director of Philosophical Farms | |
| Attendance - all participants to be listed:  Tom Jones Dick Tracey  Harriet Belafonte Cecilia Rubblestone | |
| Main subject of meeting:  Issued OHS Policy and Issue Resolution Procedure | |
| Main issues covered:   * Issued OHS Policy * Issued OHS Issue Resolution Procedure * Spoke with workers about Induction process for new employees * Spoke with workers about High Risk Work Licenses and Drivers Licenses * Sought employee input on induction process. | |
| Other issues raised:  Complaints about the state of the first aid kits – no band aids left. Reminded workers that they should not wait for toolbox meeting to raise such issues. | |
| Agreed actions:  Take first aid kit to local pharmacy to be restocked. | |
| Notes: | |

**Sample Toolbox Meeting Script #2**

**How to talk to workers about emergency procedures and bullying**

***Note:*** *Employers are required under the Workplace Injury Rehabilitation and Compensation Act 2013 to maintain a Register of Injury Book in the workplace. Farmers should maintain a Register at the same location as their First Aid facilities (e.g. First Aid room, workshop, lunch room).*

**Script**

“Gather round everyone, its tool box meeting time!” Phil starts.

“Here are the emergency procedures for our Farm,” Phil states as he hands around a plan of the property.

“On the emergency plan you will see the location of the fire extinguisher(s) and the first aid facilities. We also carry fire extinguishers and first aid kits on our farm machinery and work vehicles.”

“X marks the spot, that’s the location of the evacuation area. If the place goes up in a blaze of glory, get the hell out,” Phil says while pointing to the power pole located adjacent to the front driveway.

Note- The assembly area should be located in an area where it will not obstruct the access of emergency services. Workers should also be advised that the designated assembly area would not apply in the case of a large fire. The evacuation area is intended to take people away from the immediate exposure to a building (e.g. farm shed/house).

“Here are the emergency contact phone numbers and some basic instructions on what to do in an emergency situation.”

“We have put the plans and phone numbers onto noticeboards which we have positioned near the entrances to each of our sheds”

Phil then moved on to the next subject which was the reporting of accidents and incidents on site.

“Here is my Register of Injury Book,” Phil advised, holding up the Register of Injury Book that he had obtained through his WorkCover Agent/Officeworks.”

“Now I know that you are unlikely to fill this book out for ‘the band aid job’, but let’s be absolutely clear: Any sort of off-site medical attention (e.g. doctor or hospital) or any sort of sprain or strain type injury (e.g. back, shoulder, neck) must go down here in the book.”

“And before you go, I was listening to you two [Phil points the finger towards two workers sitting beside each other] on Monday morning having a bit of argy-bargy about the footy scores. And during the conversation I heard you [pointing the finger] call him a rabid feral Collingwood supporter,” the smile rising on his face as his employees realise that he is clearly talking with tongue firmly planted in his cheek.

“That’s just terrible, that’s just wrong (all Collingwood supporters are wonderful)…. Now I am only joking with you but if ever there is an incidence of inappropriate social conduct in my workplace, please refer to this, my bullying and harassment policies.”

Suddenly the workers realise the seriousness of the subject that Phil is talking about. “If anyone ever conducts themselves in an inappropriate social manner this is how I will deal with it.” Phil states.

“Do you understand why this is important? Can you imagine how you would feel if you were subjected to inappropriate behaviour? I welcome your feedback and any suggestions that you can make to help me to ensure that this policy works effectively.

**How does Phil record the toolbox meeting?**

Phil records his toolbox meeting in his Toolbox Meeting template. Phil’s records reflect the issues that he discussed and the names of those that were present during those discussions.

***Note:*** *An employer can get workers to sign off to indicate that they were present or they can simply record the names themselves. It does not matter how the names are recorded.*

A sample of the minutes from this meeting are attached.

**What does Phil do next?**

Phil takes the Bullying and Harassment Policy and the minutes from the meetings and inserts them into his OHS folder in his office/computer. For Phil this material constitutes a significant portion of his growing OHS system. The material that he has collated demonstrates that he has been proactive in engaging with his employees and subcontractors and consulting with them about matters that affect their safety.

Record of OHS Toolbox Meeting

|  |  |
| --- | --- |
| Farm name:  123 Hort Lane, Livestockton | Meeting date:  Wednesday, 15 August 2021 |
| Work group: | Distribution:  Workers Notice Board |
| Meeting conducted by:  Phil, Director of Philosophical Farms | |
| Attendance - all participants to be listed:  Tom Jones Dick Tracey  Harriet Belafonte Cecilia Rubblestone | |
| Main subject of meeting:  Emergency procedures, reporting of accidents and issued bullying and harassment policy. | |
| Main issues covered:   * Emergency procedures * Reporting of accidents and incidents * First Aid and Fire Equipment * Completion of the Register of Injuries Book * Issued bullying and harassment policies | |
| Other issues raised:  Concern about extension leads being damaged | |
| Agreed actions:  New extension leads to be obtained. | |
| Notes: | |

**Sample Toolbox Meeting Script #3**

**How to talk to workers about plant safety and issue a drug and alcohol policy**

**Script**

It’s tool box meeting time” Phil shouts.

“Duck into the shed and grab a half a dozen leads, drills, grinders or power saws at random quick smart and bring ‘em back in here!” Phil orders. “This month we are looking at plant safety.”

Once the workers have returned with a sample of their tools and leads, and before they can gather their thoughts Phil rattles of a series of short sharp questions.

“Are the guards in place? Are the switches in good working order? Are the leads tested, tagged and in date? Are they frayed or damaged?... And when we are out in the field we have to make sure that guards are in place on the all farm machinery eg augers, that brakes are functional on the quad and tractors and that there are no mechanical issues or hydraulic leaks”.

Phil then made clear to those present why he had sent them chasing tools and the reasons for his questions. “I do not want any unsafe tools or equipment on my property. We have to make sure that everything we use is safe and fit for purpose”.

“And when you use your tools make sure that you always use the right tool for the job” Phil continued. “I do not want to see you jumping onto the quad bike when it would be more appropriate to use the side-by-side.”

Phil also recognised that tools may not only be brought on to his farm in an unsafe condition but that they could also potentially become damaged or unsafe at any time.

“What I have here is some lockout tags. I bought these down at the local safety supplier. If something goes wrong with a piece of equipment whack one of these on it. Don’t just whack one of these on it and think your job is done, make sure you come and tell me or tell me as well so that I know that we need to get that thing fixed”.

“If someone is going to do some repairs on a tractor, we want to make sure that no one starts it whilst the mechanic is fixing it so we should also use a lock out tag”

It’s for your safety as much as it is for mine!” Phil states affirmatively.

“And before you go I was talking to one of the employees on Friday afternoon and they was telling me that they were going away fishing with their mates on the weekend. They told me that they were looking forward to a great weekend of fishing and drinking!”

Phil then got to the point on this part of the conversation as he handed around a copy of his drug and alcohol policy for everyone to look at.

“I know you have all covered this in your induction but I was a bit worried after that conversation that the employee might rock up on Monday morning a bit unsteady on their feet…. And if that had of occurred this is how I would deal with it. This policy outlines how I would react if anyone should ever come to work in an unfit state.”

I would say though that if anyone wants to discuss my policy or provide feedback on it please come and have a chat with me.

**How does Phil record the toolbox meeting?**

Phil records his toolbox meeting in his Toolbox Meeting template. Phil’ records reflect the issues that he discussed and the names of those that were present on site during those discussions.

***Note:*** *An employer can get workers to sign off to indicate that they were present or they can simply record the names themselves. It does not matter how the names are recorded.*

A sample of the minutes from this meeting are attached.

**What does Phil do next?**

Phil takes the Drug and Alcohol Policy and the minutes from the meetings and inserts them into his OHS folder in his office. For Phil this material constitutes a significant portion of his growing OHS system. The material that he has collated demonstrates that he has been proactive in engaging with his employees and subcontractors and consulting with them about matters that affect their safety.

Record of OHS Toolbox Meeting

|  |  |
| --- | --- |
| Farm name:  123 Hort Lane, Livestockton | Meeting date:  Wednesday, 28 November 2021 |
| Work group: | Distribution:  Workers Notice Board |
| Meeting conducted by:  Phil, Director of Philosophical Farms | |
| Attendance - all participants to be listed:  Tom Jones Dick Tracey  Harriet Belafonte Cecilia Rubblestone | |
| Main subject of meeting:  Plant safety and Drug and Alcohol Policy | |
| Main issues covered:   * Guarding and switches on plant * Testing and tagging of tools and leads * Ensure use of the right tool for the job * Use of log books * Use of lock out tags * Issued Drug and Alcohol Policy | |
| Other issues raised: | |
| Agreed actions:  Arrange for local electrician to undertake testing and tagging of leads and tools. | |
| Notes: | |

**Sample Toolbox Meeting Script #4**

**How to talk to workers about manual handling and UV policy**

**Script**

“Gather around, it’s that time again, it’s tool box meeting time” Phil shouts.

Once the workers have made themselves comfortable Phil opens up the discussions.

“Farming can be very physically demanding work. The most common cause of back injury is improper lifting, followed by poor posture, overexertion, and slips and falls. Using proper lifting techniques can significantly reduce the risk of back injuries.”

“Manual handling means any activity requiring the use of human force to lift, lower, push, pull, carry or otherwise move, hold or restrain any static or moving load. Heavy lifting, work requiring poor postures and repetitive work can lead to these joint and muscle problems.”

“Before lifting, test the weight of the load. If it feels too heavy for you to move by yourself then ask for help or reschedule the task for a time when help is available. You can also make into smaller loads; or use a mechanical aid such as a dolly, hoist or forklift. I don’t care if the job takes longer if it means that you go home safely.”

Phil asks his employees for their feedback on how they believe that some of the tasks that they perform on the farm can be made easier so as to ensure that they do not sustain sprain or strain type injuries. Suggestions included changing the workplace layout and providing rest breaks from some of the more strenuous tasks.

***Note:*** *There is a range of high risk manual handling tasks that farmers can talk to employees about in terms of preventing musculoskeletal (sprain and strain) type injuries.*

Examples include:

• handling of animals (sheep and small cattle)

• handling of wool

• moving of hay bales

• milking of cows

• movement of large drums or containers of farm chemicals

“Thanks everyone, that’s how it’s done…. and before you go I have noticed that at this time of year as the weather improves we are all at risk of sunburn or a bit of skin cancer.”

“Here is my UV policy. These are the rules that apply on my farm/s. Whenever you are performing outdoor work on a Philosophical Farm its hats, sunscreen and sleaves at least down to the elbow as per my policy!”

To make his position abundantly clear Phil emphasised “There’ll be no bare backs and no singlets on my farm. Anyone that fails to adhere to this policy will be disciplined in accordance with this policy!”

Recommendation: Engage with workers about sunburn and UV exposure. It is amazing how often workers have personal experience of having skin damage and surgical procedures to remove sun spots and skin cancers.

The Anti-Cancer Council have some excellent resources that they make available to assist employers and workers to facilitate discussions.

**How does Phil record the toolbox meeting?**

Phil records his toolbox meeting in his Toolbox Meeting template. Phil’ records reflect the issues that he discussed and the names of those that were present on site during those discussions.

***Note:*** *An employer can get workers to sign off to indicate that they were present or they can simply record the names themselves. It does not matter how the names are recorded.*

A sample of the minutes from this meeting are attached.

**What does Phil do next?**

Phil takes the UV Policy and the minutes from the meetings and inserts them into his OHS folder in his office. For Phil this material constitutes a significant portion of his growing OHS system. The material that he has collated demonstrates that he has been proactive in engaging with his employees and subcontractors and consulting with them about matters that affect their safety.

Record of OHS Toolbox Meeting

|  |  |
| --- | --- |
| Farm name:  123 Hort Lane, Livestockton | Meeting date:  Wednesday, 20 September 2021 |
| Work group: | Distribution:  Project Manager Site Supervisor / Safety Officer  Site Safety Plan File Workers Notice Board |
| Meeting conducted by:  Phil, Director of Philosophical Farms | |
| Attendance - all participants to be listed:  Tom Jones Dick Tracey  Harriet Belafonte Cecilia Rubblestone | |
| Main subject of meeting:  Manual handling and UV protection | |
| Main issues covered:   * Moving of bales of wool in the wool shed * Correct techniques for handling of sheep whilst shearing * Use of drum dolley to move 44 gallon drums * Use of machinery (e.g. forklift) to move items rather than engaging in repetitive lifting back and forth. * Issued UV Policy | |
| Agreed actions:  Agreed to order some extra dolleys for the workshop. | |
| Notes: | |

**Sample Toolbox Meeting Script #5**

**How to talk to workers about chemical safety and issue a personal protective equipment policy**

To ensure, so far as is reasonably practicably, that he meets his duty under the OHS Act 2004 to consult with workers about matters that affect their safety Phillip from Philosophical Farms has decided to conduct monthly OHS toolbox meetings on each of his sites.

Phil knows that safety is discussed on a routine basis on his sites but that those discussions generally relate to the work that is being performed at that time. Phil has pencilled in the third Wednesday of every month to conduct his toolbox meetings to compliment the day to day discussions and to properly utilise his OHS systems.

**Script**

Gather around everyone, we’re going to have a chat about chemical safety” Phil announces.

“What I have here is a Safety Data Sheet for Paraquat”

***Note:*** *A farmer can use any SDS for the purpose of a toolbox meeting. It is recommended that the SDS used should relate to something that is clearly identified as being ‘hazardous’ and used commonly on site.*

“It says here on this SDS that if you get a bit of this stuff on your skin that you will end up with dry itchy skin or if you are breathing it in you will have a headache.” Phil advises.

“Yeah whatever, we’ll whack some Oil of Ulan or take a panadol, she’ll be right mate” was the response from one of the workers.

“Mate, you’re missing the point, but let’s read on. It says here that if you continue to use this stuff inappropriately you’ll end up with a severe skin disorder, severe breathing difficulties or potentially neurological damage! Failing to use this stuff properly can actually have fatal consequences” Phil declared.

Phil could already anticipate the natural response that would come with a state of awareness about the hazardous nature of the substance ‘bugger that mate, we’ll never use that stuff again’.

Before anyone could interject Phil continued “But if you use that stuff appropriately you do not suffer any of those adverse health effects…. So here are the manufacturer’s instructions on how to use the stuff safely and here are the manufacturer’s instructions on the PPE that you are supposed to wear when you use it.”

Without breaking stride in the conversation Phil kept the education process happening.

“But what if something does go wrong? Well, detailed here on the SDS are the first aid procedures, the emergency procedures, the storage and handling requirements and the spill containment”

“What the SDS tells you is about the risks associated with the inhalation, ingestion or the skin absorption of the materials that you use to do your job.”

“The other area of risk covered by the SDS relates to the materials that have those diamonds on them, you know the ones, flammable gases, flammable liquids, toxins etc.”

“The SDS will tell you how to safely handle and store those materials. For example, you never leave an oxy acetylene cylinder free standing on its own, you always have them chained up to a trolley or a wall” Phil stated.

“When you use your oxy kits and then put them away you don’t pull the hoses so tight, even despite trying to store them away neatly, that the hoses end up cracking at the ends and then you put them into the back of your van”

“It’s not just a question of knowing what is on the safety data sheets. It’s a question of knowing that whenever you see materials used on site that have those Hazchem diamonds on them that you treat those things with respect”.

What Phil had just achieved was to educate the worker’s on his site about chemical safety; teaching the workers to read one Safety Data Sheet.

“And before you go, it is always a concern that sometimes it seems that some people do not have enough regard for their own safety, for example when they use chemicals or power tools; particularly when it comes to the need to wear personal protective equipment – the gloves, the goggles, the hearing protection”.

Phil handed around a copy of his Personal Protective Equipment (PPE) Policy for everyone to have a look at. Whilst it was being read Phil continued “do not be under any illusions. If you do not wear your safety gear I (or my supervisors) will have a stern word with you and, if needed, will take disciplinary action”.

“But fair dinkum, that is not what we are about. Philosophical Farms is a small business. Just like you we are just trying to do our work, make a living and go home every night to our families’.”

“We don’t want to see anyone get hurt” Phil states firmly.

“So alright, let’s think it through” Phil said “Let’s think about what might happen if you were to use that chemical or grinder and you did not wear your safety glasses and you lose an eye”.

“One eyed farm worker does not go very far in this industry….if you have ever been off work on compo it sucks because you end up with reduced pay…you’d be at home driving everyone bonkers”.

“Morale is going down the toilet…. The business was a four man crew and now it is just three, the other boys are not happy because they have to do more work”

“My WorkCover premiums are going up. Someone else has to do your job. We get fined or prosecuted supposedly because we did not provide you with adequate supervision.”

Frustrated, Phil knew that even with his own employees that he had given them various forms of PPE on more than one occasion. Phil continued.

“I know that I have given everyone the necessary PPE. The policy requires that you will wear the PPE that you have been given and that you will maintain it”

“If I come into the shed and I see you standing at the saw with your safety glasses sitting on the top of your noggin (head) we are going to have words. Even worse, if I come out and I ask you where your glasses are and you say ‘hang on boss, I’ll go get them’ we are definitely going to have words.

**How does Phil record the toolbox meeting?**

Phil records his toolbox meeting in his Toolbox Meeting Pad. Phil’ records reflect the issues that he discussed and the names of those that were present on site during those discussions.

*Note: An employer can get workers to sign off to indicate that they were present or they can simply record the names themselves. It does not matter how the names are recorded.*

A sample of the minutes from this meeting are attached.

**What does Phil do next?**

Phil takes the Personal Protective Equipment Policy and the minutes from the meetings and inserts them into his OHS folder/computer in his office. For Phil this material constitutes a significant portion of his growing OHS system. The material that he has collated demonstrates that he has been proactive in engaging with his employees and subcontractors.

Record of OHS Toolbox Meeting

|  |  |
| --- | --- |
| Farm name:  123 Hort Lane, Livestockton | Meeting date:  Wednesday, 18 May 2021 |
| Work group: | Distribution:  Project Manager Site Supervisor/Safety Officer  Site Safety Plan File Workers Notice Board |
| Meeting conducted by:  Phil, Director of Philosophical Farms | |
| Attendance - all participants to be listed:  Tom Jones Dick Tracey  Harriet Belafonte Cecilia Rubblestone | |
| Main subject of meeting:  Chemical safety and Personal Protective Equipment | |
| Main issues covered:  Spoke to workers on site regarding:   * How to read a safety data sheet (SDS) * Discussed safe storage and handling of dangerous goods * Issued Personal Protective Equipment (PPE) Policy | |
| Other issues raised: | |
| Agreed actions: | |
| Notes: | |

**Sample Toolbox Meeting Script #6**

**How to talk to workers about noise and maintaining a safe workplace**

To ensure, so far as is reasonably practicably, that he meets his duty under the OHS Act 2004 to consult with workers about matters that affect their safety Phillip from Philosophical Farms has decided to conduct monthly OHS toolbox meetings on each of his sites.

Phil knows that safety is discussed on a routine basis on his sites but that those discussions generally relate to the work that is being performed at that time. Phil has pencilled in the third Wednesday of every month to conduct his toolbox meetings to compliment the day-to-day discussions and to properly utilise his OHS systems.

**Script**

Gather around everyone, its toolbox meeting time” Phil announces.

“Did you realise that when you do your work that you can be exposed to a certain amount of noise, referred to as the exposure standard, before it starts to affect your hearing?” Phil asked.

“The level is 85 decibels over an 8 hour shift. For every three decibels over 85 the amount of time that you can be exposed for halves. So at 88 decibels you can be exposed for no more than 4 hours and at 91 decibels it’s no more than 2 hours, and the higher you go you keep on halving.”

“I bet you did not know that using a chain saw can generate anywhere between 104 and 107 decibels. There is only three minutes of use before hearing loss can start to occur. - Wear your hearing protection!” Phil stated firmly. “

Phil then reached for his register of injury book.

There are no injuries recorded in here. Terrific work, this is what we strive for” Phil stated.

“But hang on a second young lad; didn’t you go down to the local clinic last week with some muck in your eye? Why did it not get recorded in the book?”

“This would give me a record of what’s happened and should there be a need for WorkCover it will give clarity on what occurred. It will also make sure that whatever caused the injury gets fixed so that no one else gets hurt”.

Phil then reached for his housekeeping inspection checklist.

“Just before the meeting I completed our normal monthly safety walk” Phil advised.

“I can see the extension leads are damaged…. I can see workers not wearing their safety gear… I can see them leaving their materials lying around waiting for someone to come along and trip over them”

“I am not having a go at you (yes I am) but do you not appreciate why we do these things? Why do we have toolbox meetings, why do we do these inspections?

“I am committed to making sure that I can do as much as I can to make sure that Philosophical Farms are safe. I need your help to make sure that the farm stays safe”.

“Do you have any suggestions on other things that we should look for when we do our inspections?”

**How does Phil record the toolbox meeting?**

Phil records his toolbox meeting in his Toolbox Meeting Pad. Phil’ records reflect the issues that he discussed and the names of those that were present on site during those discussions.

***Note:*** *An employer can get workers to sign off to indicate that they were present or they can simply record the names themselves. It does not matter how the names are recorded.*

A sample of the minutes from this meeting are attached.

**What does Phil do next?**

Phil takes the weekly housekeeping inspection report and the minutes from the meetings and inserts them into his OHS folder in his office. For Phil this material constitutes a significant portion of his growing OHS system. The material that he has collated demonstrates that he has been proactive in engaging with his employees and subcontractors and consulting with them about matters that affect their safety.

Record of OHS Toolbox Meeting

|  |  |
| --- | --- |
| Farm name:  123 Hort Lane, Livestockton | Meeting date:  Wednesday, 17 March 2021 |
| Work group: | Distribution:   * Workers Notice Board |
| Meeting conducted by:  Phil, Director of Philosophical Farms | |
| Attendance - all participants to be listed:  Tom Jones Dick Tracey  Harriet Belafonte Cecilia Rubblestone | |
| Main subject of meeting:  Noise, Reporting of accidents and maintaining a safe workplace | |
| Main issues covered:  Spoke to workers on site regarding:   * Made workers aware of hazardous noise exposures * Reporting of injuries in register of injury book * Housekeeping inspections and maintaining a safe workplace | |
| Agreed actions: | |
| Notes: | |