



General Toolbox Meeting Checklist

conducted for

Alveya Incorporated

Conducted on

14 Jun 2018 08:39 AM

Prepared by

Xian Lee

Location

515 Xiang Dao, Boluo Xian, Huizhou Shi, Guangdong Sheng, China

Completed on

14 Jun 2018 08:55 AM

Score


7/8.0 - 87.50%






Failed Responses



This section lists responses that were set as "failed responses" in the template used for this audit

Question	Response	Details
Are all questions answered?	No	

Audit - 7/8 87.50%

Question	Response	Details
Safety topic to be discussed during toolbox meeting	Working at heights	
Preparation		Score (4/4) 100.00%
Have you inspected the jobsite for hazards related to your topic?	Yes	<ol style="list-style-type: none"> 1. Use of ladders and scaffold 2. Some wet areas on site 3. Bad weather 4. Some PPE worn out like safety harnesses and safety boots
Have you read related studies, sources and materials about the topic that you'll cover?	Yes	I have read information and fall protection systems which should be installed by using this International Working at Heights Handbook.
 <p>Appendix 1</p>		
Are you familiar with any regulations, guidelines and company rules related to the topic?	Yes	
Have you reviewed reports of recent accidents on site, including "near misses"?	Yes	
During Meeting		Score (3/4) 75.00%
Did you provide a real life example (case study) to talk about?	Yes	
Did you have a Q&A session to engage all team members regarding the topic?	Yes	
Are all questions answered?	No	
What are the questions which require more research and verification?		<ol style="list-style-type: none"> 1. If working at heights can not be avoidable, what other fall protection systems must be installed aside from safety harnesses? 2. How do we know that a particular task does not require working at heights?

Question		Response	Details
Are there good feedbacks about the meeting?		Yes	
List the concerns raised by the participants which can affect health and safety in the workplace		1. Some safety harness ropes are worn out. 2. Steven is dizzy due to hypertension. 3. Blake's eyeglasses were broken which can affect his vision while working at heights. 4. Weather is not good. 5. Some ladder steps have damages.	
Confirmation			
Full Name and Signature of Authorized Person/Meeting Conductor	Xian Lee	14 Jun 2018 09:04 AM	
By signing this, you confirm that the information discussed during this meeting were fully understood.			
Click + to add signee who participated during the toolbox talk meeting			
Signee 1			
Full Name and Signature	Blake Nguyen	14 Jun 2018 09:05 AM	
Signee 2			
Full Name and Signature	Steven Chi	14 Jun 2018 09:05 AM	
Signee 3			
Full Name and Signature	Andy Lim	14 Jun 2018 09:05 AM	
Signee 4			
Full Name and Signature	Alvin Cho	14 Jun 2018 09:05 AM	
Signee 5			

Question		Response	Details
Full Name and Signature	Herschel Kho	14 Jun 2018 09:05 AM	
Signee 6			
Full Name and Signature	Robin Gong	14 Jun 2018 09:05 AM	

Media



Appendix 1