

# 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	

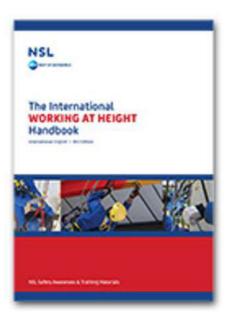
# Audit - 7/8 87.50%

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	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.			
The international WORKING AT HEIGHT Handbook  Appendix 1					
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	During Meeting Score (3/4) 75.0				
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?	If working at heights can not be avoidable, what other fall protection systems must be installed aside from safety harnesses?     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		<ol> <li>Some safety harness ropes are worn out.</li> <li>Steven is dizzy due to hypertension.</li> <li>Blake's eyeglasses were broken which can affect his vision while working at heights.</li> <li>Weather is not good.</li> <li>Some ladder steps have damages.</li> </ol>					
Confirmation							
Full Name and Signature of Authorized Person/Meeting Conductor	Xian Lee	an Lee		2018 09:04 AM	\frac{\frac{1}{2}}{2}		
By signing this, you confirm that the information discussed during this meeting were fully understood.							
Click + to add signee wh	o participated durir	ng the 1	toolbox	talk meeting			
Signee 1							
Full Name and Signature	Blake Nguyen		14 Jun	2018 09:05 AM	B. Non		
Signee 2							
Full Name and Signature	Steven Chi		14 Jun	2018 09:05 AM	Hausthi		
Signee 3							
Full Name and Signature	Andy Lim		14 Jun	2018 09:05 AM	Culm		
Signee 4							
Full Name and Signature	Alvin Cho	n Cho		2018 09:05 AM	Am		
Signee 5			•		•		

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

## Media



Appendix 1