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| Toolbox Meeting Record Number: |  | |
| Toolbox Meeting Time & Date: |  |  |

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| Foreman/ Supervisor Present at Toolbox Talk: |
| 1. |
| 2. |

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| Distribution | |
| Site File | Location |
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|  | Activities due to commence on-site in the following week and expected dates of completion & ideas or suggestions you made to enhance these activities: |  |

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| Construction Activities | Date |
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| No. | Item / Issue | Action  Person | Date Due | Closed Out  Date |
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|  | Toolbox: |  |
| The Project has developed a plan to manage air pollution/poor air quality from the environment, such as poor air quality as a result of bushfire smoke.  Health Risks  People with heart or lung disease, older adults and children (collectively termed ‘sensitive’ individuals) are more prone to issues associated with air pollution/poor air quality. Air pollution/poor air quality poses less of a risk to healthy individuals. Air pollution/poor air quality can exacerbate pre-existing respiratory conditions and, in some cases, may cause respiratory irritation among healthy individuals. In times of poor air quality everyone should avoid or reduce activities requiring high levels of physical exertion. Any sensitive individuals should proceed with their prescribed reliever medication. Healthy individuals may need to take a short rest to recover between periods of exertive work.  **Controls**  Controls are in place to prevent or mitigation respiratory irritation.  **Controls to be implemented for ‘poor’ AQI**  A ‘poor’ AQI means that the AQI is between 100 and 149. The following controls should be implemented on days that the AQI is poor:   * Communicate air quality is poor in pre-start * Workers to report any breathing difficulties to supervisors, workers sensitive to air pollution to communicate this to supervisors * Supervisor to grant short rests to anyone experiencing difficulties with breathing/asthma/lung irritation   **Controls to be implemented for ‘very poor’ AQI (AQI 150-199)**  A ‘very poor’ AQI means that the AQI is between 150 and 199. The following controls should be implemented on days that the AQI is very poor:   * Communicate air quality is ‘very poor’ in pre-start * Workers to report any breathing difficulties to supervisors, supervisors to actively check on workers and ask if they are experiencing any difficulties * Implement respiratory equipment (PPE) **OR** rest periods (up to 10 mins an hour) * Supervisors to actively check operators have their plant cabins sealed   **Controls to be implemented for ‘Hazardous’ AQI (AQI 200+)**  A ‘Hazardous’ AQI means that the AQI is between 200+. The following controls should be implemented on days that the AQI is ‘Hazardous’:   * Communicate air quality is ‘hazardous’ in pre-start * Workers to report any breathing difficulties to supervisors, supervisors to actively check on workers and ask if they are experiencing any difficulties * Rescheduling all non - essential works * Rescheduling work that requires high exertion to another day/time if possible * For essential work - Implement respiratory equipment (P2 respirators) **OR** rest periods (up to 15 mins an hour) * Sensitive individuals (see above) to be allowed to rest until symptoms have passed * supervisors to actively check operators have their plant cabins sealed   What do You need to do   * If you are a worker and have respiratory problems like asthma you need to let your supervisor know about these problems and need to use any medications as prescribed by your doctor. * If you are a supervisor and have workers under your supervision that have respiratory problems, you need to communicate with these workers and grant them reasonable rest breaks and in some cases will need to check that your workers have any plant cabins sealed during work/are wearing P2 masks if they are required to do so * If you are a member of the safety team you will need to contact all of the supervisors in your area to notify them which action levels need to be carried out (Safety managers will call you and let you know which action levels need to be enforced)   For more information please refer to ‘Exposure Control Plan Environmental Airborne Contaminants’ (RIC-JHC-PLN-00-WS-000-018). | | |

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|  | Planned Agenda Items: |  |
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|  | Comments / Issues raised by Attendees from Topics of Planned Agenda Items: | | | | |  |
| No. | | Item / Issue | Action  Person | Date  Due | Closed  Out  Date | |
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*Note: Foreman/Supervisor must discuss action item with 'Action Person' before submitting form*

*to HSE Department.*

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|  | New Work Health and Safety Issues: |  |

Is there any area(s) or situations that you have observed that require attention, rectification or removal?

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| No. | Item / Issue | Action  Person | Date  Due | Closed Out  Date |
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| 2. |  |  |  |  |

*Note: Foreman/Supervisor must discuss action item with 'Action Person' before submitting form*

*to Safety Department.*

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|  | Other Safety Information Covered during the Toolbox Meeting: |  |

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| Fact Sheet / Toolbox Talk / TRA | Fact Sheet / Toolbox Talk / TRA |
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|  | Environmental Issues |  |

Issues or areas of concern raised by the attendees:

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| No. | Item / Issue | Action Person | Date Due | Closed Out  Date |
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*Note: Foreman/Supervisor must discuss action item with 'Action Person' before submitting form*

*to Environment Department.*

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|  | Conclusion |  |

Foreman / Supervisor conducting the “Toolbox Talk” will summarise the meeting to ensure that all points of clarification are clearly understood and documented.

Toolbox Talk was conducted by: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Absent from the Toolbox Talk:

It is the responsibility of the Foreman/ Supervisor to document the person(s) not present at the talk, in order that they be advised of the items discussed at the toolbox talk.

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

*\* Note - Long term off work employees on Workers Compensation will be forwarded Safety Fact Sheet information by the Return to Work (RTW) Coordinator to their home address.*

**Helpful Hints**

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| * **Be prepared. Pre read the information.** | * **Criticism must be constructive.** |
| * **Start on a positive note (eg crew previous efforts).** | * **Use your own words. Don't parrot read.** |
| * **Keep on track and time.** | * **Informal and personal is best.** |
| * **Encourage participation, have them answer questions.** | * **Keep employees updated.** |

**TARGET**

**T**

**ENGAGE**

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**ASK FOR THEIR IDEAS**

**A**

**MANAGE BARRIERS**

**M**

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| **Project Name** |  | **Project No.** |  |
| **Meeting Location** |  | **Meeting Date** |  |

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| **Attendees** | | | | | |
| **Name** | **Company** | **Signature** | **Name** | **Company** | **Signature** |
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