

TOOLBOX TALK MEETING

TOPIC DISCUSSED	COMMENTS & POINTS RAISED	CORRECTIVE ACTION	ACKNOWLEDGE (Y/N)
Uniforms e.g. Trousers and Safety Shoes			
Personal Grooming e.g. Haircut, Shave and deodorant			
Punctuality e.g. Site in charge to be notified if running late or time off req.			
Cleaning schedule e.g. mark and filing			
Handling Equipment e.g. Vacuum cleaner, extensions and brooms			
Minor Purchases in emergencies e.g. in case of late deliveries or unexpected circumstances			
Chemical Order e.g. enough notice to be given to order and order must be correctly done			
Heavy Lifting e.g. chemical drums or lifting anything more 10kg			
Using Milk Crates while Cleaning			
Using Personal Protective Equipment e.g. Gloves, Breathing mask and Goggles			
Placing Wet Floor Signs			
MSDS Book			
Carrying Garbage bags to the Garbage room			
Overloading Cleaning Trolley			
Keeping Cleaners Room Tidy			
Maintaining Color Coding in Rags, Mop & Spray bottles			
Cleaning Techniques e.g. mopping, window cleaning, vacuuming or polishing stainless steel			
Wet Weather Procedures			

Work Location:	
Employee Name:	Employee Signature:
Area Manager / Supervisor Signature:	