

Workgroup Safety Meetings & Toolbox Talks Procedure

January 2023

A. Purpose

The purpose of Toolbox Talks/Work Group Safety Meetings is to provide a method for the dissemination of information to all employees regarding safety and health issues.

Regular Toolbox Talks/Work Group Safety Meetings demonstrate IPS★ITCS' concern for the lives and wellbeing of its employees. Toolbox Talks/Work Group Safety Meetings help build a cooperative climate by providing employees with the opportunity to contribute ideas, and to make suggestions that may improve quality, productivity, morale, and safety.

Safety education is required of all employees *at all levels* within the organization. IPS★ITCS will have a formalized safety training program to prevent accidents and to train employees to do their job safely. Scheduled, Toolbox Talks/Work Group Safety Meetings will be conducted every Monday morning at 8:00 am. and at times deemed necessary by the HSEQT Manager or supervisory personnel

B. Responsibilities

IPS★ITCS Vice President of Operations will provide the direction and motivation to ensure that all managers conduct regular Toolbox Talks/Work Group Safety Meetings.

Managers and Supervisory Personnel that conduct safety discussions will maintain a log of what was discussed and who attended the meeting. This information shall be turned over to the HSEQT Manager on a weekly basis.

The HSEQT Manager shall be a resource for safety and health discussion topics and shall keep all documentation of all training at a central location.

Employees are required to attend all Toolbox Talks/Work Group Safety Meetings. In the event an employee misses a Toolbox Talk/Work Group Safety Meeting, the employee shall be given individual instruction by their supervisor concerning what was discussed/covered. The supervisor shall document this "training session" and will provide the HSEQT Manager with this documentation.

C. Procedure

The Toolbox Talk/Work Group Safety Meeting is a method used by this Company to develop the employees' safety awareness.

1. Conducting Toolbox Talks/Work Group Safety Meetings

For greatest effectiveness, cover subjects that most interest the employees. These topics might include accidents, inspection results, the safety program, or a work procedure.

These weekly meetings should last no longer than 15-30 minutes. Ideally, the meeting would include time for active participation by employees; at the least, there should be a question-and-answer session.

Schedule meetings at the beginning of new operations to ensure that all the employees are familiar with safe job procedures and the requirements of the upcoming work. These meetings save a lot of time in the long run.

Toolbox Talks/Work Group Safety Meetings may be either motivational or instructional. The motivational meeting creates awareness and aims at worker self-protection. The instructional meeting covers a particular job task or procedure.

The supervisor is the key management communicator for work groups, because they are most familiar with the individual workers and their work requirements.

Revision History

Rev	Rev Date	Rev By	Approved By	Description
1.0	1.3.2022	Shayne Torrans	Shayne Torrans	Initial Procedure Document
1.1	12.20.2022	Shayne Torrans	Shayne Torrans	Format Revision

Approvals:

Procedure Owner

Print Name

Date

Signature

Competency Assessment

No.	Questionnaire	C/NYC
Q1		
A1		
Q2		
A2		
Q3		
A3		
Q4		
A4		
Q5		
A5		

Enclosed Attachments	
Risk Assessment	<input checked="" type="checkbox"/>
Environmental Aspect and Impact	<input checked="" type="checkbox"/>
Training and Competency	<input checked="" type="checkbox"/>
Measure and Evaluation Tools	<input checked="" type="checkbox"/>

Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

Procedure	Competency	Date	Competent YES / NO	Employee Signature

(Please tick appropriate box)

This employee is competent in performing the job.

This employee has not attained the competency level.

*

***** *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: _____

Signed By Employee: _____ Date: _____

Trainer: _____ Date: _____

Assessor:

Date:

Regional Manager:

Date:

Environmental Aspects and Impacts

Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

Activity	Aspect	Impact
Purchasing & Administrative Work	Consumption of goods	Conservation of natural resources
	Consumption of energy (eg. Electrical equipment and facilities)	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of waste (eg. Paper)	Consumption of space for waste disposal; Habitat loss
Climate Control	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of noise	Disturbance to community; Habitat loss
Cleaning of – offices / vehicles	Storage, use and release of chemicals	Contamination of air, water or soil; Risk to human health
Transport (Fleet vehicles / staff travel)	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution
	Consumption of goods (eg. Oil)	Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts
	Generation of waste (eg. Oil)	Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss
	Exhaust emission	Release of greenhouse gases and atmospheric pollution
	Use of dangerous goods (eg. Batteries)	Potential contamination of air, water or soil; Risk to human health
	Generation of noise	Disturbance to community; Habitat degradation
Operations		

Activity	Aspect	Impact

Risk Assessment

Risk Assessment // insert name here

Step No: Logical sequence	Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps. Each step should be logical and accomplish a major task.	Potential Safety & Environmental Hazards/Impacts at the site of the Job Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.	Risk Rating Refer to the risk matrix or HSEQT.PRO. Risk Mgt	Recommended Corrective Action or Procedure <i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i> Document who is responsible for implementing the controls to manage each hazard identified.	Risk Rating refer to the risk matrix or HSEQT.PRO.Risk Mgt
1.					
2.					
3.					
4.					
5.					

Audit

Process: insert// Procedure: Insert //			Date:	Audited by:
			Location of Audit:	Area Mgr/Supervisor:
Item	Question	Evidence Sited	Comments	Conformance Score 0,3,5
1.				
2.				
3.				
4.				
5.				
6.				
7.				
AUDITOR'S SIGNATURE: SAFETY REP'S SIGNATURE:		CONFORMANCE SCORE: / 25 CONFORMANCE %:		0 – Non-Conformance 3 – Continuous Improvement Opportunity 5 – Total Conformance