









Effective Toolbox Meetings

Toolbox meetings are daily meetings conducted before the start of a job or work shift. Running effective toolbox meetings can be a challenge. This checklist⁺ aims to provide tips for conducting effective toolbox meetings. For more information on how you can keep your workplace safe, go to www.wshc.sg

Name of Company _____ Process/ Location _____

Checked by (Name/ Designation) _____ Date _____

Suggested Tips	Please tick (✓)			If no, action required by:
	Yes	No	NA*	
Toolbox meeting is conducted in language(s) understood by all workers. This can be done by having a representative from each nationality to help with translation. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name: _____ Date : _____
Hazards and risk controls for work activities are highlighted. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name: _____ Date : _____
Safe work procedures are communicated. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name: _____ Date : _____
Workers are involved in the demonstration of safe work methods. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name: _____ Date : _____
Recent incidents or near misses are shared. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name: _____ Date : _____
Workers are encouraged to ask questions. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name: _____ Date : _____
Action items are assigned to the appropriate person or team and noted for follow-up at the next meeting. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name: _____ Date : _____
Key points of the toolbox meeting are properly recorded and filed. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name: _____ Date : _____

⁺ This checklist may not cover all aspects of an effective toolbox meeting. You should review the checklist when necessary.

* NA – Not applicable