

PERMIT TO WORK TOOLBOX TALK PROCEEDINGS

Section 1 - Toolbox Talk Considerations (tick)

The following must be considered prior to commencing the work:

Objectives of the work	Equipment / tools	Additional PPE
Specific plans, methods and guidelines	Hazardous equipment	Previous lessons learned
Responsibilities	Materials	Feedback / questions form Work Party
Manpower and skill	Communications paths / protocols	Applicable OGDCL Lifesaving Golden Rule(s)
Access and evacuation (what to do in case of emergency)	Manual handling	
Work environment / site conditions	Work preparation	
Risk assessment: hazards, precautions and mitigations	Isolations / Permits / Certificates	
Have the conditions changed	Performing the work	
Has the activity changed	Reinstatement	
Conflicting activities	Weather	

Other Topics Discussed:

e.g. Job Hazard Analysis (JHA)

Section 2 - Work Party Attendance Record

By signing this form, I confirm that I have received and fully understood the information contained in and referenced during the Toolbox Talk.

Name:	Signature:	Name:	Signature:	Name:	Signature:

Section 3 - Conducted

I confirm I have conducted the Toolbox Talk with the Work Party and other involved persons.

Performing Authority Name: Signature: Date / Time:

I have taken part in the Toolbox Talk with the Work Party and other involved persons to address specific Operations related matters.

Area Authority Name: Signature: Date / Time:

(optional)