OHS F04 Toolbox/pre-start talks

All Toolbox / Pre-start Talks undertaken on behalf of Collective Civil Pty Ltd are recorded on this form and signed by participants.

All corrective actions noted on this form are implemented and signed by the nominated person. It is the responsibility of the Works Supervisor to ensure that all corrective actions are completed and reviewed for effectiveness.

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| **Toolbox / Pre-start Talks** |
| Workplace: |  |
| Subject of Talk: |  |
| Presented by: |  |
| Duration: |  | Date: |  |

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| **Persons Present** |
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| **Points Raised / Comments:** |
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| **Corrective Action** | **Action by** | **Action Complete** |
| **Sign off** | **Date** |
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