Boafo Nsa

CIVIL WORKS · GHANA

Toolbox Talk Record

PRE-TASK BRIEFING · HAZARDS & CONTROLS · CONSULTATION · ATTENDANCE

TALK REF. NO.

DATE / TIME

DURATION MIN

01 Talk details

PROJECT / CONTRACT NAME

CONTRACT NO.

SITE / WORK AREA / CHAINAGE

PRESENTED BY (NAME, ROLE)

CREW / TEAM / SUBCONTRACTOR

TYPE OF TALK

☐ Pre-start ☐ Weekly ☐ Task ☐ Post-incident ☐ Alert

LANGUAGE USED

☐ English ☐ Twi ☐ Ga ☐ Ewe ☐ Hausa ☐ Other:

02 Topic

Tick the main subject and write a specific title

TITLE OF TODAY'S TALK

INTERPRETER USED (NAME)

☐ Working at height
☐ Lifting operations
☐ Electrical and buried services
☐ Heat stress and hydration
☐ Hazardous substances and fuel
☐ Code of conduct and SEAH
☐ Excavations and trenching
☐ Traffic management on live roads
☐ Hot work and fire
☐ PPE: selection and use
☐ Noise, dust and vibration
☐ Environment: spills and waste
☐ Plant and pedestrians
☐ Manual handling
☐ Concrete and cement burns
☐ Housekeeping and access
☐ Health, hygiene and malaria
☐ Emergency and first aid

LINKED RA / METHOD STATEMENT REF.

LINKED PERMIT REF.

PROMPTED BY INCIDENT / ALERT REF.

03 Task, hazards and controls

Taken from the risk assessment for this work

TASK OR ACTIVITY COVERED TODAY	HAZARD: WHAT COULD HURT SOMEONE?	CONTROL: HOW WE WILL PREVENT IT

Discuss the real job planned for today, not a general subject. Use the hierarchy of controls: remove the hazard first, then guard or isolate it, then procedures, then PPE.

04 Key messages

NO.	WHAT EVERY PERSON MUST REMEMBER AND DO
1	
2	
3	
4	

PPE REQUIRED TODAY

☐ Hard hat ☐ Hi-vis ☐ Safety boots ☐ Gloves ☐ Eye protection ☐ Hearing protection ☐ Dust mask ☐ Harness ☐ Life jacket

05 Understanding check

Ask open questions; do not accept a nod as an answer

NO.	QUESTION ASKED TO THE GROUP	ANSWER GIVEN / BY WHOM
Q1		
Q2		
Q3		

GROUP UNDERSTOOD

☐ All ☐ Most ☐ Repeat needed

WORKERS WHO NEED EXTRA BRIEFING (NO.)

FOLLOW-UP DATE

06 Worker feedback and actions

CONCERN, SUGGESTION OR NEAR MISS RAISED	RAISED BY	ACTION AGREED	OWNER / DUE

Every worker has the right to stop work that is unsafe. Record concerns honestly; feedback is part of consultation under ISO 45001 cl. 5.4.

07 Attendance register

Larger crew? Continue on a second register sheet

NO.	FULL NAME	EMPLOYER own / subcontractor	TRADE / ROLE	ID / STAFF NO.	UNDERSTOOD Y / N	SIGNATURE OR THUMBPRINT
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

TOTAL PRESENT _____ CREW SIZE (NO.) _____ ABSENT (NO.) _____ ABSENTEES TO BE BRIEFED BY _____

08 Sign-off

PRESENTER

NAME _____

SIGNATURE _____

DATE _____

SITE SUPERVISOR / FOREMAN

NAME _____

SIGNATURE _____

DATE _____

HSE OFFICER

Reviewed and filed in the site training record.

NAME _____

SIGNATURE _____

DATE _____

How to give a good toolbox talk

1. Keep it to 10–15 minutes, at the work area, before the task starts. Talk about today's job and today's hazards.
2. Speak in the language the crew understands best, show the equipment or the hazard, and let workers do most of the talking.
3. Check understanding with open questions, record concerns and agree who will act on them.
4. Brief anyone who was absent before they start work, and file the signed record the same day.

ISO 45001 cl. 5.4 · 7.2 · 7.4 | ILO C155 Occupational Safety and Health | Ghana Labour Act 2003 (Act 651) | IFC PS2 · World Bank ESS2