

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)