

Date of Meeting 25/06/2021

Chairperson Tom Brown

Agenda Items/ Key Points Discussed				
A meeting was held and key items discussed. This included the review of Slips, Trips, and Falls hazards.				
arnings from the incident where Tim tripped over items in the walkway were that busekeeping is not up to standard. All staff must take responsibility to keep their ork areas tidy.				

Date of First Issue:	June 2021	Approved By:	Health and Safety Manager
Document Code:	Toolbox Meeting Record	Document Owner:	Health and Safety



TOOLBOX MEETING ATTENDEE REGISTER					
Staff Name	Staff Signature	Staff Name	Staff Signature		
Tom Brown	Take Jac	Tim West	Tim West		
Joe Long	Joe				
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