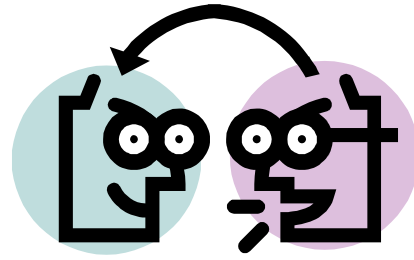


Effective Toolbox Meetings



- Be on time and stick to an agenda
- Two way discussion between the supervisor and team
- If someone's talking - don't talk over them or have a separate conversation
- Listen
- Ensure "Actions" are completed
- Ask questions, give answers
- Have your say
- Make sure the discussions recorded – if you need a response - write it down

A good toolbox meeting is a valuable way to gain and give information