POLYGON

Toolbox Tracking Sheet

Guideline

- In general, if a Contractor's workers are on site for 3 or more of the working days in a week (including Saturday) then a Toolbox talk from that Contractor must be submitted to the Site Safety Coordinator as per the PCML H&S Program (Sect 1.5).
- If only 1 or 2 of a Contractor's workers are on site then those workers can participate in the Labour Crew Toolbox talk in lieu of submitting a separate Toolbox talk.
- Subcontractors must either participate in the Toolbox talk of the Contractor or submit their own.

Week of *m* / *d* / *y* /

Contractor/Trade Name	Required	Received
	Y ☐ / N ☐	Y ☐ / N ☐
	Y ☐ / N ☐	Y ☐ / N ☐
	Y ☐ / N ☐	Y ☐ / N ☐
	Y ☐ / N ☐	Y ☐ / N ☐
	Y ☐ / N ☐	Y ☐ / N ☐
	Y ☐ / N ☐	Y ☐ / N ☐
	Y ☐ / N ☐	Y ☐ / N ☐
	Y ☐ / N ☐	Y ☐ / N ☐
	Y ☐ / N ☐	Y ☐ / N ☐
	Y ☐ / N ☐	Y ☐ / N ☐
	Y ☐ / N ☐	Y ☐ / N ☐
	Y ☐ / N ☐	Y ☐ / N ☐
	Y ☐ / N ☐	Y ☐ / N ☐
	Y ☐ / N ☐	Y ☐ / N ☐
	Y ☐ / N ☐	Y ☐ / N ☐
	Y ☐ / N ☐	Y ☐ / N ☐