

MS – Toolbox Meeting Records				MRG-CF-TCR-07
Rev: 2.0	Next Rev Date: July 2028	Issue Date:	July 2024	

Toolbox Talk No: 276			
Issue:	Punctuality – Turning Up on Time for Work		
Location:	Via SMS Text Message, MRG Employee Portal	Date:	12/08/2025
Briefed by:	Via SMS and Portal	Time:	Various
Points Raised and Comments			
Points Raised and Comments Why Punctuality Matters Arriving on time for work is not just about discipline—it's about safety, teamwork, and productivity. Late arrivals can lead to: • Missing important pre-start briefings and toolbox talks • Being unaware of daily hazards or changes to work plans • Delays to the overall job and other team members • Reduced compliance with client or project requirements • Increased risk of accidents through lack of information Expectations for Start Times • Arrive on site at least 10 minutes before your scheduled start to allow time for sign-in, PPE checks, and preparation • Be present and ready at pre-start meetings to receive safety updates and job instructions • If delayed by traffic or other unavoidable reasons, contact your supervisor immediately • Understand that repeated lateness can lead to disciplinary action and affect site access Impact of Being Late • Missed safety instructions = increased risk • Delayed work can push tasks into unsafe timeframes (e.g., late night or weather changes) • Creates extra pressure on the team and supervisor • Reflects poorly on MRG's professional reputation with clients Good Practices to Ensure You're On Time • Plan your route and allow extra travel time for traffic or public transport delays • Prepare PPE, tools, and clothing the night before • Get adequate rest to avoid sleeping through alarms • Use reminders and alarms if you have early starts or shift changes • Keep your supervisor updated if there are ongoing challenges impacting punctuality Your Responsibility as a Worker • Arrive fit for work and on time every day • Attend the full pre-start briefing before commencing work • Be aware of site sign-in requirements and security procedures • Set a good example for new or less experienced workers • Understand that punctuality is part of professional conduct and safety compliance			

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**If you are unsure what to do following an incident, please contact:
Michael Petrovski 0478 983 823 or Chris Cakovski 0434 531 255**