

Toolbox Talk No: 277			
Issue:	Site Behaviour		
Location:	Via SMS Text Message, MRG Employee Portal	Date:	22/08/2025
Briefed by:	Via SMS and Portal	Time:	Various
Points Raised and Comments			
Points Raised and Comments Why Site Behaviour Matters The way MRG staff behave on site directly impacts safety, teamwork, and MRG’s reputation. Unsafe, unprofessional, or disrespectful behaviour can: • Lead to accidents or unsafe conditions • Cause breakdowns in communication and teamwork • Damage MRG’s relationship with clients and stakeholders • Result in disciplinary action and possible removal from site Expected Standards of Behaviour • Follow all site rules and safety procedures without exception • Treat supervisors, co-workers, and clients with respect and professionalism • No aggressive behaviour, bullying, harassment, or discrimination of any kind will be tolerated • Always act in a way that supports a safe and inclusive workplace • Comply with Drug and Alcohol policies – zero tolerance on Sydney Trains and all client sites • Maintain punctuality and reliability – turning up on time and prepared for work Examples of Positive Site Behaviour • Listening attentively at pre-starts and toolbox talks • Reporting hazards, near misses, or unsafe behaviour immediately • Helping co-workers and looking out for their safety • Keeping language and conduct professional at all times • Respecting site property, tools, and equipment • Wearing correct PPE and maintaining a clean work area Consequences of Poor Behaviour • Removal from site and loss of access • Disciplinary action in line with MRG policy • Potential contract breaches with clients • Risk of injury or incident for yourself or others Your Responsibility as a Worker • Always demonstrate professional behaviour on site • Respect your team and the site environment • Lead by example – your actions set the standard for others • Raise concerns about poor behaviour immediately with a supervisor			

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

- Remember: Safety and respect come first

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