

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

Toolbox Talk No: 278			
Issue:	Safe Use of Tools on Site		
Location:	Via SMS Text Message, MRG Employee Portal	Date:	04/09/2025
Briefed by:	Via SMS and Portal	Time:	Various
Points Raised and Comments			
Points Raised and Comments Why Safe Tool Use Matters Tools are essential to our work, but misuse or neglect can lead to: • Serious injuries such as cuts, eye injuries, or crush injuries • Damage to property or equipment • Reduced productivity and delays • Disciplinary action if company tools are mistreated General Rules for Tool Use • Only use tools for their intended purpose • Inspect tools before every use for damage, wear, or defects • Report and tag out any faulty or unsafe tool immediately • Never modify or bypass safety features • Use the correct PPE (gloves, eye protection, hearing protection where required) • Keep tools clean and return them to the designated storage area after use Power Tools • Ensure RCD protection is in place before plugging in • Keep cords and hoses tidy to prevent trip hazards • Disconnect tools before changing blades, discs, or attachments • Use battery-powered tools safely – store batteries properly and avoid damage • Never use power tools in wet conditions unless rated for that environment Hand Tools • Use the correct size and type of tool (e.g., correct spanner or screwdriver) • Keep cutting edges sharp and in good condition • Do not use damaged tools (split hammer handles, bent screwdrivers, etc.) • Store hand tools properly – do not leave them lying around walkways or work platforms Responsibility for Tools • Tools provided by MRG are company property – treat them with respect • Workers are responsible for the care, proper use, and return of tools issued to them • Misuse, loss, or damage through negligence may result in disciplinary action			

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- **Report lost or stolen tools** immediately to your supervisor

Your Responsibility as a Worker

- Use tools **safely, responsibly, and only if trained/competent**
- Keep tools maintained and request replacements when needed
- Never take shortcuts – unsafe use of tools endangers everyone
- Always follow site **SWMS and toolbox instructions** for tool-related tasks
- **Lead by example** – promote safe tool use to your team

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