



Farm toolbox meeting template

We have created the following template to help you prepare for a farm toolbox meeting. We have also included examples for each section to help you understand what to include.

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Meeting details *(example)*

Business name	Carter Farms Pty Ltd
Meeting location	Site office, 3 Green Valley Road
Meeting co-ordinator	Caleb Carter
WHS representative	Janelle Stones
Date	29/09/2024

Persons attending *(example)*

Attendee	Role
Ethan McAllister	Farm Manager
Ava Lindstrom	Livestock Supervisor
Lachlan O'Connor	Machinery Operator
Tahlia Beaumont	Harvest Coordinator
Poppy Nguyen	Farmhand
Connor Blake	Farmhand
Isla Ferreira	Farmhand
Zara Patel	Farmhand

Notable absentees *(example)*

Absentee	Role
Matteo Rossi	Field Operations Manager
Sienna Walsh	Livestock Handler
Hunter Davies	Machinery Operator
Elara Jensen	Crop Manager
Mila Novak	Farmhand
Dylan Ford	Farmhand
Noah Fitzgerald	Farmhand
Cara Williams	Farmhand

Issues covered (example)

Issue	Notes
<p>Hazardous chemical storage</p>	<ul style="list-style-type: none"> • Some chemical containers are stored near feed supplies, posing contamination risks. • Labels on a few chemical containers are faded and hard to read.
<p>Inadequate PPE usage</p>	<ul style="list-style-type: none"> • Several workers observed not wearing gloves while handling chemicals. • PPE inventory running low, particularly for eye protection and respirators.
<p>Electrical wiring in need of repair</p>	<ul style="list-style-type: none"> • Exposed wiring near the equipment shed identified as a potential fire hazard. • Lights flickering in the machinery workshop, suggesting faulty connections.
<p>Slippery floor in the barn</p>	<ul style="list-style-type: none"> • Recent rainfall has caused pooling near the entrance, increasing slip risk. • Straw and mud tracked in by animals worsening the slipperiness in key work areas.

Corrective action record:

Chemical storage *(example)*

Issue	<ul style="list-style-type: none">• Some chemical containers are stored near feed supplies, posing contamination risks.• Labels on a few chemical containers are faded and hard to read.
Corrective action(s)	<ul style="list-style-type: none">• Relocate chemical containers to a dedicated storage area• Replace faded labels on all chemical containers
Person responsible	Poppy Nyugen
Timeframe	By 1/10/2024



Toolbox meeting template

Meeting details

Business name	
Meeting location	
Meeting co-ordinator	
WHS representative	
Date	

Persons attending

Attendee	Role

Notable absentees

Absentee	Role

Issues covered

Issue	Notes
Hazardous chemical storage	
Inadequate PPE usage	
Electrical wiring in need of repair	
Slippery floor in the barn	

Corrective action record: Chemical storage

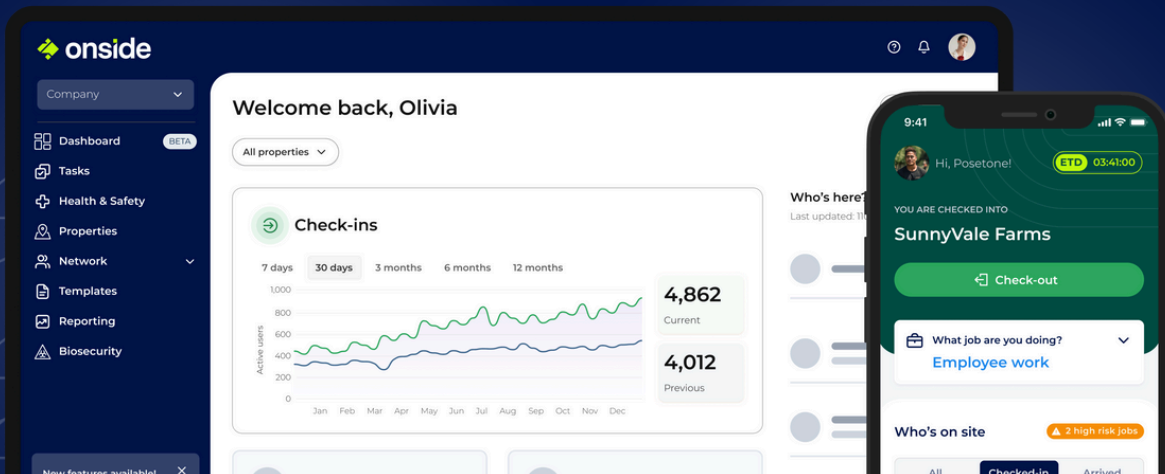
Issue	
Corrective action(s)	
Person responsible	
Timeframe	



Rural health and safety software designed for the field

How it works

Get started



Keep everyone safe when they're **on site**



LIVE SAFETY UPDATES

With Onside's digital farm mapping and geofence, update risks instantly, share with contractors, visitors, and staff, ensure they've acknowledged safety info, and complete inductions from anywhere.



TASK MANAGEMENT

Use tasks to track job progress and who's responsible. Assign follow-up actions to manage risks and incidents. Create recurring tasks with templates and keep a digital log for compliance evidence.



LOG INCIDENTS EASILY

Make incident reporting simple for everyone on site. Log incidents on the spot, add photos and locations, create tasks for corrective actions, and get detailed reports at the click of a button.



INSTANT REPORTING

Generate reports without manual admin. Automatically compile data on check-ins, tasks, incidents, and risks. Perfect for annual audits, certifications and internal reporting.