



## Lethbridge County Policy Handbook

**EFFECTIVE:** November 8, 1995      **SECTION:** 800      **NO.** 803  
**APPROVED BY:** County Council      **SUBJECT:** TOOLBOX SAFETY MEETINGS  
**REVISED DATE:** September 23, 2008

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Toolbox safety meetings are safety meetings of a short duration, and held at the job site which involves the immediate workers and foreman.

A record of attendance, date, and discussed topics, solutions and actions taken shall be recorded on a toolbox meeting form, and be reviewed at the next toolbox safety meeting. Attendees must sign the attendance sheet.

Toolbox safety meetings shall be held every two weeks at a set time, and/or as required by the supervisor or safety supervisor.

Any issue concerning Workplace Health and Safety and/or unsafe practices should be addressed during a toolbox meeting.

**\*\*\*THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OF O.H. & S. REGULATIONS. ALL EMPLOYEES SHOULD BE FAMILIAR WITH THE O.H. & S. ACT AND REGULATIONS.**

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Chief Administrative Officer

March 6, 2014

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Date