

OIL & GAS DEVELOPMENT COMPANY LIMITED

Ref. Section 07 (Operation) of OGDCL's Integrated HSE System Manual

QGF - HSE - 021(01)

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TOOLBOX TALK FORM

		The following must be consider	ered prior to commencing the wo	rk:		
bjectives of the work		Equipment / tool	s	Additional PPE		
pecific plans, methods and gu	idelines	Hazardous equip	oment	Previous lessons learned		
esponsibilities		Materials		Feedback / questions form Work Party		
anpower and skill		Communications	s paths / protocols	Applicable OGDCL Golden Rule(s)		
ccess and evacuation (what to	do in case of emergency)	Manual handling				
ork environment / site condition	ons	Work preparatio	n			
sk assessment: hazards, pred	cautions and mitigations	Isolations / Perm	nits / Certificates			
ave the conditions changed		Performing the v	vork			
as the activity changed		Reinstatement				
onflicting activities		Weather				
ob Hazards Analysis (JHA) if a	applicable	Other Top	ics Discussed:			
ection 2 - Work Party Atte	endance Record					
	<u> </u>		ned in and referenced during the			
Name:	Signature:	Name:	Signature:	Name:	Signature:	
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		i				
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ection 3 - Conducted						
ection 3 - Conducted confirm I have conducted the	Toolbox Talk with the Work Part	y and other involved persons.	I have taken part in the Todadress specific Operation	olbox Talk with the Work Party an	d other involved persons to	
	Toolbox Talk with the Work Part Signature:	ty and other involved persons. Date / Time:			d other involved persons to Date / Time:	