

JIMGOS MAINTENANCE LTD

TOOLBOX TALKS, SAFETY BRIEFINGS AND ATTENDANCE RECORDS

Constructionline Gold Compliance Document 19

Organisation	Jimgos Maintenance Ltd
Document owner	Joseph Olugosi, Managing Director
Approved by	Joseph Olugosi, Managing Director - Signed: J.O
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Review date	1 August 2027

CONTROLLED DOCUMENT

Document control and approval

Version	Date	Change	Author/approver
1.1	1 August 2026	Completed toolbox talk and signed attendance record added	Joseph Olugosi / J.O

Important implementation note: This document becomes operational evidence only when approved, communicated, implemented and supported by the referenced records. Fields in square brackets must be completed with genuine information before submission.

Procedure

Toolbox talks are short, interactive briefings selected from risk, incidents, seasonal issues, inspection findings and upcoming tasks. They supplement competence, RAMS and supervision. The presenter must invite questions and confirm understanding.

Minimum programme

- Monthly core talk and additional pre-task briefings for significant or changing risks.
- Suggested subjects: safe isolation, gas safety/CO, asbestos stop-work, silica dust, ladders, manual handling, PPE/RPE, housekeeping, electrical tools, occupied homes, harassment, environmental spills and incident learning.
- Absent workers receive a catch-up before exposure to the relevant risk.

Date	Topic/site	Key points and actions	Presenter	Attendee names/signatures	Follow-up due
4 July 2026	Safe working practices - company safety briefing	RAMS compliance; PPE; asbestos stop-work procedure; safe isolation; accident and near-miss reporting; first aid and emergency arrangements; questions answered	Joseph Olugosi / J.O	Hamed Olowo - H.O; Hakeem Ola - H.O; David - D	Refresher by 4 July 2027, or earlier following change or incident

Briefing quality checks

- Relevant to actual work and current controls.
- Plain language and suitable translation/literacy support.
- Demonstration or scenario used where helpful.
- Questions recorded and actions assigned.
- Attendance and catch-up evidence retained.

Approval

Name	Role	Signature	Date
Joseph Olugosi	Managing Director	J.O	1 August 2026