

# 13. Safety Activity Register – Wall Chart

This is an example of a Wall Chart that could be placed in the Site Office. When Subcontractors complete required safety activities they could log them on this Chart.

The Chart could then be reviewed each week by the Site Manager. You could use white board material for the Chart so that it can be easily updated as the Project progresses.

Trade	Task Analysis		Toolbox Minutes Received - Weeks											Reward
	Submitted	Approved	1	2	3	4	5	6	7	8	9	10	11	

**Site Manager Signature and Date:**

Week \_\_\_\_\_ Week \_\_\_\_\_ Week \_\_\_\_\_ Week \_\_\_\_\_

Week \_\_\_\_\_ Week \_\_\_\_\_ Week \_\_\_\_\_ Week \_\_\_\_\_

Week \_\_\_\_\_ Week \_\_\_\_\_ Week \_\_\_\_\_ Week \_\_\_\_\_

<i>Trade Foreman</i>	<ul style="list-style-type: none"> <li>■ Complete the "Task Analysis" form prior to beginning work and submit the form for approval.</li> <li>■ Conduct a Toolbox Talk each fortnight and keep a record of your talk using the "Toolbox Meeting" form.</li> <li>■ Initial and date the box each week you conduct a Toolbox meeting.</li> </ul>
<i>Site Manager</i>	<ul style="list-style-type: none"> <li>■ Initial and date the box labelled "Submitted" when you have received a completed Task Analysis form from each trade.</li> <li>■ Initial and date the box labelled "Approved" when you have approved the Task Analysis as complete and acceptable.</li> <li>■ Collect and review Toolbox Minutes when they are completed.</li> <li>■ Review, sign and date the Register each week.</li> </ul>
<i>Project Manager</i>	<ul style="list-style-type: none"> <li>■ Review the Register during each site visit.</li> <li>■ Recognise and reward Subcontractors who exceed their Task Analysis and Toolbox Talk responsibilities.</li> <li>■ Attend at least one Toolbox Talk each month</li> </ul>

