Water Services Ltd

Together Everyone Achieves More

TOOL BOX TALK REGISTER

PROJECT: -NIA
CONTRACTOR: Clancy's & A M Water Services
SUBJECT: Various

Name: (BLOCK CAPITALS)	Company	Signature
1. NAILLIE ROBSON	AM WATER	
2. Stephen DIGGIN	AM Water	
3. IAN ARCHER	AM WATER	
4. MARTIN MARKS	AM WATER	
5. Daniel Crofford		
6. DAN LUCAS	AM WATER	
7. PAUL HARRIS	AM WATER	
8. Thomas Mosley	AM WATER	
9. Richard Cordell	AM Water	
10. Aaron Read		
11.		
12. ASHLEY LUCKOCK	AM WATER	
13. PAUL HARRIS	AM WATER	
14. DANNY POYK	AM WATERS	
15. MATT WILD	AM WATER	
16. IAN ARCHER	AM WATER	
17. [illegible]	AM Water	
18. Duncan Markeed	AM water	
19. [illegible]	AM Water	
20. M. MARKS	AM WATER	
21. Ashley gue	AM Water	
22. Adelino Malagni	AM Water	
23. Brendan Amos	AM Water	

Name: (BLOCK CAPITALS)	Company	Signature
24. Lewis King	Am water	
25. Daniel Croxford	AM water	
26. Steve Brighton	Am water.	
27. Tom Bate	Am water	
28. Jason Maley	Am water	
29. Stuart James	Am Water	
30. Karl Anderson	Am water	
31. James Reeve	Am water	
32. SEAN MCKENNA	AM WATER	
33. Kieran Pacey	AM water	K. Pacey
34. I Clemenco	Am water	
35. Andrew Short	AM water.	
36. James Burke	Am water	
37.		
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44.		

I confirm I have given the above tool box talk

Name: LEANNE MASON
Signature: LMASON
Date: 30/04/2026

COMMENTS MADE	RESPONSE TO COMMENTS

AM Water Services Ltd

STANDDOWN – 30th April 2026

1. Attendance, Timekeeping & Time Management

- Start time is 7:00 AM sharp, not get there and have a 'fag' break then start after.
- We finish at 5:00 PM – message the work WhatsApp if you finish earlier see if another team nearby needs help – if you finish early use the time productively ... clear van of rubbish, clean the vehicle, grease the lorry/digger. Grease lorries/van – grease gun should be with each lorry/digger.
- Sickness – report to Aaron, Jason or Leanne on day if sickness – if before 7am please send a text message then make a phone call at 7am for the reason of sickness. This is to be done for each day of sickness.
- Punctuality and proper time management are key to improving productivity and maintaining fairness across the teams.
- Time management – report waiting time and log on the waiting time list. Also use waiting time productively – if around start of the month do the monthly van, again clear rubbish & clean van.

2. On-Site Times, Job Closures & Photos

- On-site times must be accurate — record them when you arrive on site, not while driving or at home.
- All jobs need to be closed down in real time with the correct information logged.
- Do not rush job closures as incorrect closures cause delays and reworks.
- Make sure all photos are taken properly and in line with photo compliance – guide on WhatsApp group.
- Photos should be taken on the tablet wherever possible.
- If you can't use the tablet, take them on your phone — but make sure they're still uploaded correctly.
- Morning, afternoon and night jobs all need photo evidence — consistency across the day / night is key.

3. Compliance & Paperwork

- Ensure you are sending the correct people each set of paperwork they have – I've sent numerous reminders on the WhatsApp group.
- Timesheets – please check before sending over as I've had a lot of silly errors lately again. Check guide if unsure. Ask Leanne if still unsure. Some have asked another team member and they've got it wrong.
- Breakdowns/Damages – please report straight away to Aaron, Jason or Leanne. For kit report via the kit WhatsApp group message. Vans have RAC breakdown – call them and give registration over.
- Audits - please can we up the condition of the van/lorries – we've had a lot failed audits lately. Reasons include – scrap on vans, kit broken – not reported, dirty vans, rubbish on vans, fittings not in bags, no cap ends etc

4. Phone Calls & Decision Making

- Please be mindful of phone calls and who you are contacting – what they are for and if they are needed. Take a couple of minutes to think about what you're going to ask, if still unsure then ask the question.
- Job ownership/accountability – understand what needed to complete the job and be confident on how you will complete it – do not ask junior supervisors/people without knowledge of the work.
- Ensure queries are directed appropriately and only escalated when necessary.

5. Driving

- Ensure vehicles are check daily and report unsafe conditions immediately.
- Drive safely and do not rush – safety always comes first.
- Do not park on soft verges or unstable ground. Think ahead and park safely to avoid incidents or vehicle damage.