**MAWA EVENTS**

**Address:** No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

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# TOOLBOX JSA MEETINGS ON CONSTRUCTION SITES – MINIMIZING LOST TIME AND SHUTDOWNS

*"Enhancing Safety, Efficiency, and Productivity Through Effective Job Safety Analysis Meetings"*

## Schedule

| Date | Venue | Fees (Online) |
|---|---|---|
| 24 – 25 Aug 2026 | Online | USD 700 per delegate |

► **Available delivery methods:** Face-to-Face & Online Training

## Introduction

Toolbox and Job Safety Analysis (JSA) meetings are essential for reducing workplace incidents, improving site safety awareness, and minimizing project delays. Effective JSA meetings ensure that construction teams identify hazards, implement preventive measures, and maintain continuous operational efficiency.

This intensive 2-day online training equips participants with practical skills to conduct impactful toolbox and JSA meetings on construction sites. Participants will learn methods to identify risks, engage site teams, communicate safety requirements effectively, and prevent lost time incidents and shutdowns.

## Objectives

By the end of this course, participants will be able to:

- Understand the principles and benefits of toolbox and JSA meetings
- Identify hazards and evaluate risks on construction sites
- Develop effective safety communication strategies
- Conduct structured and impactful JSA meetings
- Minimize lost time incidents and unplanned shutdowns
- Foster a culture of safety and accountability among construction teams

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## Why Attend

- Reduce accidents and near misses on construction sites
- Increase awareness of safety risks among employees
- Enhance efficiency and project continuity
- Strengthen compliance with safety regulations
- Improve communication between supervisors and site teams
- Promote a proactive safety culture

## Target Audience

This program is designed for:

- Site supervisors and foremen
- Safety officers and coordinators
- Construction project managers
- Engineers and team leaders
- Contractors and subcontractors
- Health, Safety, and Environment (HSE) personnel

## Individual Benefits

Key competencies that will be developed include:

- Conducting structured toolbox and JSA meetings
- Identifying and mitigating site-specific hazards
- Engaging teams in proactive safety discussions
- Applying risk assessment and control measures
- Improving compliance and reporting
- Enhancing overall site safety and productivity

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Reduced lost time and shutdowns on construction projects
- Improved operational efficiency and safety performance
- Better risk management and hazard prevention
- Stronger adherence to safety standards and regulations
- Increased workforce safety awareness and accountability
- Cost savings from reduced incidents and downtime

## Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Principles of JSA and toolbox meeting processes
- Case Studies – Real-world construction site incidents and lessons learned
- Workshops – Practical exercises on hazard identification and meeting facilitation
- Peer Exchange – Group discussions and experience sharing
- Tools – JSA templates, checklists, and meeting documentation guides

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## Course Outline

Detailed 2-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Learning Modules Coffee Breaks: 09:30 & 11:15 Lunch Break: 01:00 – 02:00

Day 1: Foundations of Toolbox and JSA Meetings

Module 1: Introduction to Toolbox & JSA Meetings (07:30 – 09:30)

- Purpose and benefits of JSA meetings
- Legal and regulatory requirements

Module 2: Hazard Identification and Risk Assessment (09:45 – 11:15)

- Common construction hazards
- Risk evaluation methods

Module 3: Effective Communication in Toolbox Meetings (11:30 – 01:00)

- Engaging teams and promoting participation
- Safety briefings and documentation

Module 4: Workshop – Conducting JSA Meetings (02:00 – 03:30)

- Practical exercises on hazard identification and meeting facilitation

Day 2: Advanced Practices and Minimizing Lost Time

Module 1: Incident Prevention and Control Measures (07:30 – 09:30)

- Strategies to prevent accidents and downtime
- Applying hierarchy of controls

Module 2: Recording and Reporting Outcomes (09:45 – 11:15)

- Documentation best practices
- Monitoring and follow-up

Module 3: Continuous Improvement in Safety Practices (11:30 – 01:00)

- Evaluating meeting effectiveness
- Lessons learned and knowledge sharing

Module 4: Case Study & Course Review (02:00 – 03:30)

- Analysis of real-world lost time incidents
- Action planning for immediate application

## Certification

Participants will receive a Certificate of Completion in Toolbox JSA Meetings on Construction Sites, validating their knowledge and practical skills in hazard identification, conducting effective safety meetings, and minimizing lost time and shutdowns.

## Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

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