



**MAKINO INDIA PRIVATE LIMITED**

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To,

**The Manager**

Endurance Technology Pvt Ltd

**Tool Box Safety Meeting**

Dear sir,

In our company we held Box Safety Meeting on every week for production activity in Assemble shop with supervisor and employees.

The meeting is attended by all the employees in the workgroup or team.

The meeting is conducted by first line supervisor. The meeting is usually “on the job” or in the workplace.

We arrange all the tools as per site requirement.

Before work start we give all the information relating to the work & risk assessment.

How to use tools in activity.

While our employees are working line supervisors gives time to time instruction

The meeting generally focused on the issues under the control of the

or which directly affect them. The meeting are of a short duration, but conducted frequently and when required. After work complete company supervisor discuss about work & after that company supervisor give work done certificate.

