

Toolbox talk record

Keep this sheet. It is your record of what was said and who heard it.

Topic	
Date	Time and how long it took
Site and location	Given by (name and job)

Key points covered

The three or four things everyone should take away

Questions and concerns raised

Anything that needs following up, and who will do it

Who attended

#	Name (print)	Signature	#	Name (print)	Signature
1			9		
2			10		
3			11		
4			12		
5			13		
6			14		
7			15		
8			16		

Who missed it

Names of people who should have heard this talk and were not there, and when they will be given it

Signed by the person who gave the talk: _____

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