Toolbox Talk Record

Record the topic, key points and attendance of a toolbox talk, with each attendee signing to confirm they understood.

Talk details

Toolbox talk topic *	
Delivered by *	
Date *	_____ / _____ / _____
Start time	_____ : _____
Site / location *	
Key points covered *	
Questions raised and answers given	
Photo of briefing	*Attach photo or sketch*

Attendees

Attendee name *	Company	Attendee signature *

Sign-off

Presenter signature *	

* Required