Toolbox talk record

SHE Onsite

Detail	
Kind of talk (toolbox talk, pre-start briefing, site H&S meeting, health and safety rep meeting)	
Site	
Date and time	
Run by	
Topic	

What did you talk about?

Notes

Questions or concerns raised by the crew:

Notes

Who was there?

Name	Company	Signature

Name	Company	Signature

Actions

What needs doing?	Who does it?	Due	Done (date)

This is general information. Check it fits your work. It is not advice.