

Toolbox Talk

Record safety briefings delivered to your team. Document the topic covered, who attended and any actions arising from discussion.

Title: _____

Severity: _____ Site: _____

Date / Time: _____ Completed by: _____

Talk Details

1 Date of talk *

2 Time of talk

3 Delivered by *

4 Duration of talk

Topic Information

5 Topic title *

6 Topic category

- | | | | |
|--|---|---|--|
| <input type="radio"/> Manual handling | <input type="radio"/> Working at height | <input type="radio"/> Fire safety | <input type="radio"/> Electrical safety |
| <input type="radio"/> PPE | <input type="radio"/> Slips trips and falls | <input type="radio"/> Hazardous substances | <input type="radio"/> Plant and machinery |
| <input type="radio"/> Traffic management | <input type="radio"/> Confined spaces | <input type="radio"/> Excavations | <input type="radio"/> Hot work |
| <input type="radio"/> Lone working | <input type="radio"/> Weather conditions | <input type="radio"/> Mental health and wellbeing | <input type="radio"/> Site specific hazard |
| <input type="radio"/> Other | | | |

7 Reason for talk

- | | | | |
|--|---|---|---|
| <input type="radio"/> Scheduled topic | <input type="radio"/> New activity starting | <input type="radio"/> Incident follow-up | <input type="radio"/> Near miss follow-up |
| <input type="radio"/> Change in conditions | <input type="radio"/> New equipment | <input type="radio"/> Visitor or client requirement | <input type="radio"/> Regulatory update |
| <input type="radio"/> Other | | | |

8 Talk content and key points covered *

9 Relevant regulations or standards

10 Supporting documents or handouts

Attach file here

Hazards Discussed

11 Hazards covered in talk

12 Control measures discussed

13 PPE requirements discussed

Questions and Discussion

14 Questions raised by attendees

15 Points of discussion

16 Any concerns raised

17 How concerns were addressed

Actions Arising

18 Actions identified from talk

19 Person responsible for actions

20 Target completion date

Attendance

21 Number of attendees *

22 Attendee names *

23 Attendee signatures

Signature

24 Anyone absent who needs to be briefed

Comprehension Check

25 Did attendees confirm understanding

Yes

No

N/A

26 Any attendees requiring further explanation

27 Follow-up training required

Yes

No

N/A

28 Details of follow-up required

Sign-off

29 Presenter signature *

Signature

30 Supervisor or manager name

31 Supervisor signature

Signature

32 Date *

33 Additional comments

34 Photos from the talk

Attach file here
