

Toolbox talk record

PROJECT / SITE	DATE AND TIME	LED BY
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TOPIC

WHAT WE TALKED ABOUT

WHAT WAS COVERED — THE HAZARD, AND WHAT WE ARE DOING ABOUT IT

RAISED BY THE CREW — ISSUES, QUESTIONS, NEAR MISSES

THIS SECTION IS THE POINT OF THE MEETING. IF IT IS BLANK EVERY WEEK, THE TALK IS NOT WORKING.

ACTIONS AGREED

ACTION	WHO	BY WHEN

ATTENDED

NAME	COMPANY	SIGNATURE