



Toolbox Talk Record

Record topic, attendees, key messages, questions, and acknowledgements for a toolbox talk / safety brief.

SITE / WORKPLACE

PRESENTER

DATE / TIME

DURATION

TOPIC / REFERENCE

1. Talk content

KEY POINTS COVERED

RELATED RISKS / RECENT INCIDENTS REFERENCED

Language / understanding confirmed

☐ Yes☐ Interpreter used☐ Follow-up needed

2. Attendance

ATTENDEES

NAME

COMPANY / ROLE

SIGNATURE

UNDERSTOOD?

QUESTIONS RAISED / ACTIONS AGREED

SUPERVISOR ACKNOWLEDGEMENT

Sign-off

COMPLETED BY

DATE / TIME

SIGNATURE

REVIEWED / APPROVED BY