

Toolbox Talk Record

Record a short on-site briefing and, more usefully, what the people listening raised in response to it.

A short talk delivered on site, what was covered, who attended and what they raised.

RECORD WHAT WAS RAISED, NOT JUST WHO ATTENDED

The signature sheet is the record; the questions section is the useful part. A talk where nobody raised anything usually means nobody was listening.

Site	Date	Time	Delivered by
Subject of the talk			Duration
Points covered			

ATTENDED

Name (print)	Company or trade	Signature

RAISED BY THOSE ATTENDING, AND WHAT WAS DONE ABOUT IT
