

Toolbox Talk Record Template

Talk topic: []

Presenter: []

Duration: [] minutes

Revision / version no.: []

Site: []

Date: [DD/MM/YYYY]

Document ref: []

Section 1 — Key points covered

Summarise the main safety points delivered in the talk.

Section 2 — Questions raised & answers

Record any questions from the workforce and the answers given.

Section 3 — Attendance record

Everyone who attended the talk must sign below.

No.	Name	Company	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Section 4 — Follow-up actions

Record any actions arising from the talk, who owns them, and when they are due.

Action	Owner	Date

Section 5 — Sign-off

Presented by

Name

Signature

Date

Reviewed by

Name

Signature

Date

Keep this record — HSE inspectors ask for evidence of regular toolbox talks.