

Toolbox Talk and Safety Meeting Record

Keep it short, keep it about the work ahead, and give everyone a chance to speak. File the record with your safety meeting records.

Company name or logo

Site or project	Location	Date	Start time	Length (minutes)
Led by (name and role)		Company or crew	Supervisor	
☐ Toolbox or tailgate talk	☐ Pre-shift meeting	☐ Crew safety meeting	☐ Other: _____	

1. Topic

Topic or title

Why this topic today? Tick all that apply.

☐ Upcoming work or task	☐ Recent incident or near miss	☐ Inspection finding	☐ Seasonal or weather hazard
☐ New equipment or procedure	☐ Worker request	☐ Regular schedule	☐ Other: _____

2. Key points covered

#	Point discussed
1	
2	
3	
4	
5	

3. Since the last meeting

Incidents, near misses or hazards to share	Open actions from last time: status
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4. Questions, concerns and suggestions from the crew

Raised by (optional)	Question, concern or suggestion	Answer or follow-up

5. Actions agreed

#	Action	Assigned to	Due date	Done (date)

6. Attendance. By signing, I confirm I attended this meeting and understood what was discussed.

#	Name (print)	Company	Signature	#	Name (print)	Company	Signature
1				16			
2				17			
3				18			
4				19			
5				20			
6				21			
7				22			
8				23			
9				24			
10				25			
11				26			
12				27			
13				28			
14				29			
15				30			

7. Workers who missed this meeting. Brief them before they start work.

Name	Briefed by	Date	Signature

Sign-off

Meeting leader: signature	Date	Reviewed by (supervisor or manager): signature	Date
Attachments (handouts, photos, related records)			