pointCPD

Toolbox talk record

Safety discussion, actions and attendance

Keep talks short, on one topic, and specific to this site. Record what workers raise: it is evidence of consultation and the source of your best safety improvements.

1. Talk details

Site / project		**Date and time**	
Presented by		**Duration**	
Topic			
Reason for this topic Upcoming work, incident or near miss, new hazard, regular schedule			

2. Key points covered

#	Key point

3. Documents or materials referred to

- ☐ SWMS
- ☐ JSA
- ☐ Safety data sheet
- ☐ Incident or hazard report
- ☐ Photos or diagrams
- ☐ Equipment demonstration
- ☐ Site rules
- ☐ Code of practice or guidance
- ☐ Manufacturer instructions
- ☐ Other: _____

4. Issues and suggestions raised by workers

Raised by	Issue or suggestion (in their words)

5. Actions agreed

Action	Owner	Due	Done (date)
EXAMPLE *Replace damaged extension lead on level 1 and re-tag all leads*	*Site electrician*	*Tomorrow*	

6. Attendance

By signing I confirm I attended this talk and understood the key points.

Name	Company	Trade	Signature

7. Supervisor sign-off

Workers absent who need briefing			
Supervisor		**Signature and date**	