

Toolbox Talk Record

Toolbox talk record with topic, key points, questions raised and an attendance register. · Free template from SiteAudit — siteaudit.app/templates

PROJECT	TOPIC	PRESENTED BY	POSITION
DATE	TIME	DURATION	LOCATION

REASON FOR THIS TALK (INCIDENT, NEW ACTIVITY, SEASONAL RISK, OBSERVATION)

KEY POINTS COVERED

QUESTIONS OR CONCERNS RAISED BY THE CREW

ACTIONS AGREED (WHO AND BY WHEN)

[illegible]

#	Name (print)	Company / trade	Signature	Understood? (Y/N)

PRESENTER SIGNATURE

DATE

REVIEWED BY

DATE REVIEWED

How to use this template

1. Keep it to one topic and under ten minutes. A talk covering five subjects is remembered as none.

2. Pick the topic from what you saw on site this week, not from a list of generic subjects.

3. Get everyone to sign as they arrive, not afterwards from memory.

4. Record the questions asked. They tell you what the crew is actually unsure about, and they are evidence the talk was two-way.

5. Anything raised that you cannot answer becomes an action with a name and a date.

SiteAudit runs this checklist on your phone or tablet, works fully offline, attaches photos to every line and exports a signed PDF report before you leave site. Free to start at [siteaudit.app](#)