



Toolbox talk record

Not just that a talk happened. What was said, what they raised, and what was done about it.

Write down why this subject now. A talk given because somebody nearly walked into an excavation yesterday is a different document from one pulled off a website, and only the first is evidence of anything.

SITE	SUBJECT	DATE
GIVEN BY	START / FINISH TIME	TALK REFERENCE

WHY THIS SUBJECT NOW

What prompted it — incident, near miss, inspection finding, upcoming task

Which work or area it relates to

Related RAMS or permit reference

KEY POINTS ACTUALLY COVERED

Written down, not assumed from the title.

ATTENDANCE

One row each. Printed name as well as signature — a sheet of signatures nobody can read proves little.

Name — employer — signature

Name — employer — signature

Name — employer — signature

Name — employer — signature

Name — employer — signature

Name — employer — signature

Name — employer — signature

Name — employer — signature

Name — employer — signature

Name — employer — signature

QUESTIONS AND CONCERNS RAISED

The people doing the work know what is wrong with the plan. A blank box every week is telling you something.

ACTIONS ARISING

Action — owner — target date — closed

Action — owner — target date — closed

Action — owner — target date — closed

Anything referred back to the RAMS, and by whom

SIGN-OFF

GIVEN BY	DATE
REVIEWED BY	DATE
ANYBODY ABSENT, TO BE BRIEFED	BRIEFED ON