

Toolbox Talk Template

Plan the talk before the crew gathers: hazard, standard, script, discussion, and the record it becomes.

Project / location	Date and time	Presenter
Topic	Hazard it applies to today	Applicable standard or rule

TALK SUMMARY (WHAT WAS COVERED)

CREW DISCUSSION - QUESTIONS ASKED, SITE-SPECIFIC ANSWERS

CONCERNS RAISED AND FOLLOW-UP ACTIONS (OWNER, DUE DATE)

Toolbox Talk Sign-In Sheet

Attendance record for the talk above. Reviewers (OSHA, GC, ISNetworld/Avetta) expect topic, date, presenter identity, and attendee signatures.

Project / location

Date and time

Topic:	Presenter (print)	Presenter signature
NAME (PRINT)	COMPANY / TRADE	SIGNATURE

Concerns raised and follow-up actions (owner, due date)