

WHS FORM 06: RECORD OF TOOL BOX TALK

Workplace:

Date:

Name of supervisor or presenter:

Time:

Persons present

Name	Signature	Name	Signature

Topics discussed and feedback

(The following are examples of potential subject matters: site specific risk assessment, specific activity training, SWMS, safety of vehicle load and off loading, basic traffic management/parking, overhead electrical powerlines, underground services, falls, safe delivery, documentation, site security and any other issues. You can add or delete more subject matters as appropriate).

Comments/Feedback

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