Safety Meeting Sign-In Sheet

Attendance record for toolbox talks, tailgate meetings and safety training

Company: **Job site / location:**

Meeting date: **Start time:** **End time:**

Topic: **Meeting type:**

Presented by (print): **Presenter title:**

Everyone who attended prints their name and signs. The presenter signs the bottom of the last page. Keep the completed sheet with your training records.

#	Printed name	Trade / role	Signature	Employee ID
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Attendance, continued

#	Printed name	Trade / role	Signature	Employee ID
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Hazards and key points discussed

Questions or concerns raised by the crew

Follow-up action	Owner	Due	Done

Presenter signature: **Date:**

Total attendees: _____ Sheet ____ of ____