Toolbox Talk Template

One-page talk outline with attendance record

Topic: **Date:**

Company: **Job site / location:**

Presented by (print): **Trade or crew:**

Why this topic today (a recent near miss, a new task, a seasonal hazard, an OSHA focus area)

Hazards: what can hurt someone doing this work

Controls: what we do about each hazard (equipment, procedure, PPE)

Discussion questions for the crew (ask at least two)

Site-specific notes: where this hazard exists on this job, who is exposed

- ☐ Everyone could see and hear the presenter
- ☐ The crew was asked for questions and examples
- ☐ Hazards were shown on the actual work area, not just described
- ☐ Follow-up actions were assigned an owner and a date

Attendance

#	Printed name	Trade / role	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

Follow-up action	Owner	Due	Done

Presenter signature: **Date:**

Keep this sheet with your training records. If your state requires toolbox meetings on a schedule, file it where the inspector can find it.