

ATTENDANCE RECORD

Toolbox talk: given and understood

Each person signs on the day to say they were present and understood the talk. Anyone who joins the team later is given the talk before starting, and signs here.

SITE	DATE	TIME	GIVEN BY

TOPIC	TALK REFERENCE

NAME	COMPANY	TRADE OR ROLE	SIGNATURE

QUESTIONS RAISED, AND THE ANSWERS GIVEN	ACTIONS AGREED, WHO AND BY WHEN

TALK GIVEN BY (SIGNATURE)	POSITION	DATE

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999, REGULATION 10. A SIGNED RECORD, DATED, IS HOW A BRIEFING IS EVIDENCED

SITE	DOCUMENT Talk attendance sheet	REVISION	DATE	PAGE 1 of 1
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