

TALKS GIVEN ON THIS SITE

Toolbox talk register

SITE	KEPT BY	REGISTER REFERENCE
SHEETS KEPT AT	STARTED	CHECKED BY, AND DATE

ONE ROW PER TALK

The sheet sits behind it
The signed attendance sheet is the evidence. The register is the index that shows nothing was missed.

WHO WAS THERE

And who was not
Anyone who missed a talk is given it before they next do that work. The last page tracks it by person.

QUESTIONS

Are the point
A question raised and answered on the day is worth recording. An action that came out of it is closed here.

HOW OFTEN

No set interval in law
HSE expects information and instruction that is suitable for the work. A rolling programme, and a talk whenever the work or the site changes, is what auditors look for.

DATE	TOPIC	GIVEN BY	ATTENDED	SHEET REF	QUESTIONS RAISED	ACTIONS, AND WHO	CLOSED: DATE

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999, REGULATION 10; CDM 2015, REGULATION 15(3). NO REGULATION NAMES A TOOLBOX TALK REGISTER: IT IS GOOD PRACTICE

[illegible]

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PLANNER

Topics for the coming months

A rolling programme so no topic goes too long without a refresh, and so the talk fits the work that month: working at height before the roof, dust before the chasing, cold weather before the frost.

MONTH	TOPIC PLANNED	WHY THIS MONTH	GIVEN ON	BY	SHEET REF

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WHO HAS HAD WHICH TALK

By person

One row per person on the site, a column per topic, the date in the cell. A blank cell is a talk still owed before that person next does that work.

NAME	COMPANY	TOPIC	TOPIC	TOPIC	TOPIC	TOPIC	TOPIC	TOPIC

WRITE THE TOPIC NAMES IN THE HEADING ROW OF EACH COLUMN BEFORE THE FIRST DATE GOES IN

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