

TOOLBOX TALK

The talk sheet

One topic, five to ten minutes, in words the team uses. Write what you will say before you say it. Tick each point as you make it, and keep the record on the next page.

SITE

DATE

GIVEN BY

TOPIC

TIME IT TOOK

WHY IT MATTERS: ONE REAL REASON, FROM THIS SITE OR THIS TRADE

THE POINTS TO MAKE

MADE	POINT	WHAT TO SAY
☐		
☐		
☐		
☐		
☐		
☐		

DO

DO NOT

ASK THE TEAM

TO CLOSE

HEALTH AND SAFETY AT WORK ETC. ACT 1974, SECTION 2(2)(C); CDM 2015, REGULATION 15(3): INFORMATION AND INSTRUCTION FOR THE PEOPLE DOING THE WORK

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ATTENDANCE RECORD

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

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

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