

Toolbox talk

✓ Have a competent person check the talk against the work on this site before you give it.

Site		Date	
Topic		Delivered by	

Key points

Three or four plain points about what good looks like on this site, this week.

1	
2	
3	
4	

Question for the team

Questions and concerns raised

Write down what the team says, in their words.

Actions agreed

Action	By whom	By when

Attendance

Everyone who attended signs.

Name	Company	Signature