**[Company name]**

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

# Construction toolbox talk record

Toolbox talk delivered - topic, attendees and key points, on record.

## Talk details

| | |
|---|---|
| **Date** | [Date] |
| **Site** | [Site name] |
| **Topic** | [e.g. working at height] |
| **Delivered by** | [Name] |

## Key points covered

[3–5 bullet points of what was said]

## Attendees

| Name | Company | Signature |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

## Sign-off

| Delivered by | Date | |
|---|---|---|
| | | |