[Company name]

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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