**Toolbox safety meetings/pre-start talks**

Add Organisation name

Ref:       Version:

All Toolbox safety meetings/pre-start talks undertaken on behalf of Insert business name      are recorded on this form and signed by participants.

All corrective actions noted on this form are implemented and signed by the nominate person. It is the responsibilities of the Work Supervisor to ensure that all corrective actions are completed and reviewed for effectiveness.

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| **Toolbox safety meetings/pre-start talks** |
| **Business name:** |       |
| **Subject of talk:** |       |
| **Presented by:** |       |
| **Duration:** |       | **Date:** |       |

|  |
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| **Person present** |
| **Print Name:** | **Signature:** | **Print Name:** | **Signature** |
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| **Points Raised/ Comments:** |
|       |

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| **Corrective Action** | **Action by** | **Action complete** |
|  |  | **Sign off** | **Date** |
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