TOOLBOX TALK / SAFETY MEETING SIGN-IN SHEET

Weekly tailgate safety meeting record - DailyBuild

MEETING DETAILS

Project		**Date**		**Start time**	
Topic		**Presenter**		**Duration**	

KEY DISCUSSION POINTS

HAZARDS PRESENT ON TODAY'S WORK

CORRECTIVE ACTIONS / FOLLOW UP

Action	Owner	Due date

CREW ATTENDANCE - SIGNATURE REQUIRED

#	Print name	Company / trade	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

SUPERVISOR SIGN-OFF

Supervisor		**Signature**		**Date**	

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TOOLBOX TALK TOPIC LIST

Rotate a topic every week. Match the topic to the work the crew is doing that day.

Topic	Key talking point
Fall protection	100 percent tie-off above 6 ft, anchor points, harness inspection
Silica dust	Table 1 controls, water suppression, vacuum shrouds, respirators
Heat illness	Water, rest, shade, acclimatisation, buddy checks
Trenching and excavation	Sloping, benching, shoring, competent person, daily inspection
Lockout / tagout	Energy isolation, verification, who holds the lock
Ladder safety	Correct angle, 3 ft above landing, three points of contact
PPE	Hard hat, eye, hearing, hand, foot and hi-vis requirements
Electrical safety	GFCI, cord inspection, approach boundaries, arc flash
Struck-by	Mobile equipment, spotters, swing radius, dropped objects
Confined space	Permit, atmospheric testing, attendant, rescue plan
Scaffolding	Full planking, guardrails, competent person tag, safe access
Housekeeping	Trip hazards, material storage, daily clean-up
Hand and power tools	Guards in place, correct tool for the task, inspection
Crane and rigging	Load charts, sling inspection, tag lines, no one under the load
Hot work	Fire watch, permit, extinguisher, combustibles removed
Silica and noise monitoring	Exposure limits, hearing protection, sampling

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