



Toolbox Talk / Safety Meeting Sign-In Sheet

SITE SAFETY RECORD • KEEP WITH SITE SAFETY LOGS

Use one sheet per talk or meeting. Record the topic and the key points actually covered, then have every attendee print their name and sign in ink. Note any hazards or concerns raised by the crew and who will follow up. Continue the attendee list on page 2.

Project / address		Date		Start time	
Location on site		Presenter		Duration	
Talk topic / title		Presenter company		Language(s)	

TOPIC CATEGORY — check all that apply

- ☐ Fall protection ☐ Scaffolds ☐ Ladders ☐ Housekeeping ☐ Fire safety / hot work ☐ PPE ☐ Excavation / trenching ☐ Electrical ☐ Heat / cold stress ☐ Struck-by / falling objects
☐ Material handling / rigging ☐ Other: _____

KEY POINTS COVERED — hazards discussed, safe work practices, site-specific rules, questions answered

ATTENDEES — each attendee prints their name and signs in ink

#	Print name	Company / trade	SST card No. (optional)	Signature (ink)
1				
2				
3				
4				
5				
6				
7				
8				

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Toolbox Talk Sign-In (continued) & Follow-Up

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Project / address	Date	Talk topic
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ATTENDEES (continued)

#	Print name	Company / trade	SST card No. (optional)	Signature (ink)
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

HAZARDS OR CONCERNS RAISED & FOLLOW-UP ACTIONS

Hazard or concern raised	Raised by	Follow-up action	Assigned to	Due date	Done
					☐
					☐
					☐
					☐

PRESENTER SIGNATURE _____ PRINT NAME _____ DATE _____

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