TOOLBOX TALK

Daily / Weekly Safety Meeting

Date:	Time:	Presenter:	Location / Jobsite:

Topic:	Talk duration (min):

1. Topic overview (what this talk covers and why it matters)

_____

_____

2. Key hazards to discuss

- _____
- _____
- _____

3. Safe work practices and procedures to review

- _____
- _____
- _____
- _____

4. PPE required for this work

- _____
- _____

5. Discussion questions for the crew

- _____
- _____
- _____

6. Notes and follow-up actions

_____

_____

Keep the completed talk and sign-in sheet with your safety records.

This document is provided for general informational purposes only and does not constitute legal, regulatory, or professional safety advice. Always double check all regulations and safety requirements with your employer and OSHA (osha.gov) before relying on this material. ToolboxTalk.com