

# Toolbox Talk Minutes

## Meeting Details

Date\*: \_\_\_\_\_  
 Start Time: \_\_\_\_\_  
 Location/Site\*: \_\_\_\_\_  
 Facilitator/Leader\*: \_\_\_\_\_  
 Topics Discussed\*: \_\_\_\_\_  
 \_\_\_\_\_

## Discussion

Hazards Identified: \_\_\_\_\_  
 \_\_\_\_\_  
 Controls/Preventions Discussed: \_\_\_\_\_  
 \_\_\_\_\_  
 Additional Comments/Notes: \_\_\_\_\_

## Action Required

Actions Required:

Action Item	Responsible Person	Due Date	Completed

## Attendees

Attendees:

Name	Company/Trade