FREE TEMPLATE

Toolbox Talk Record

A one-page record of the daily safety talk: topic, key points, questions raised, actions and the attendance sign-on.

How to use this template

Replace the text in [square brackets] with your own details, delete what does not apply and add what does. Blue hints inside the form cells describe what goes there; delete them as you fill the form in.

Free to use, copy and adapt within your business. Please keep the attribution line in the footer, and link to swms.ohconsultant.com.au/swms/free/toolbox-talk-record if you share it.

Talk details

Site / project	
Date and time	
Presented by	[Name and role]
Work area / crew	
SWMS or procedure the talk relates to	[Document name, number and version]
Talk type	[Daily pre-start · New SWMS · Changed conditions · After an incident · Scheduled topic]

Topic and key points

Topic	[e.g. working at heights: edge protection and harness anchorage on the east elevation]
Key points covered	[Three to five points: the hazards, the controls, who does what]
Yesterday's incidents, near misses and observations	
Changes to the SWMS, the site or the sequence of work	

Questions, concerns and actions

Raised by	Question or concern	Action agreed	Owner	Due

Attendance

By signing I confirm that I attended this talk, I understood the hazards and controls discussed, and I had the chance to ask questions.

Name (print)	Company	Signature	Absent — briefed later (date, by whom)

Role	Name	Signature	Date / time
Presenter			

Need the document that goes with it?

SWMS templates by trade: swms.ohconsultant.com.au/swms/purchase

The best toolbox talk content is the SWMS for the day's work. The paid templates give you one with the hazards and controls already written, ready to talk through.

All free templates: swms.ohconsultant.com.au/swms/free-resources

General information, not legal advice. Work health and safety laws differ between states and territories: check the requirements that apply where the work is done, and the principal contractor's own site requirements.