

# Toolbox Talk Sign-In Template

## MEETING INFORMATION

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Project Name:

Project Number:

Date:

Time:

Location:

Topic/Subject:

Conducted By:

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## ATTENDANCE

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Employee Name

Signature

Trade/Company

Employee ID (optional)

Notes

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## TOPICS COVERED

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Topic 1:

Topic 2:

Topic 3:

Additional Topics:

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## KEY POINTS DISCUSSED

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Point 1: \_\_\_\_\_  
Point 2: \_\_\_\_\_  
Point 3: \_\_\_\_\_

## QUESTIONS & DISCUSSION

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Questions Asked: \_\_\_\_\_  
Answers Provided: \_\_\_\_\_  
Additional Discussion: \_\_\_\_\_

## FOLLOW-UP ACTIONS

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Action Item	Responsible Person	Due Date	Status	Notes
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## SIGNATURES

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Conducted By: \_\_\_\_\_  
Date: \_\_\_\_\_  
Safety Manager (if applicabl... \_\_\_\_\_  
Date: \_\_\_\_\_

## SUMMARY

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Total Attendees: \_\_\_\_\_  
Meeting Duration: \_\_\_\_\_  
Minutes: \_\_\_\_\_