

TOOLBOX TALK & DAILY TEAM PRE-START RECORD

Business / PCBU:	Site / Project:
Date: ____ / ____ / ____	Start time:
Person conducting talk:	Supervisor / person in charge:

1. DAILY SITE & EMERGENCY REMINDERS Start here every day - make the important information familiar.

Emergency meeting / assembly point:	First aid officer(s):
First aid kit location(s):	Fire extinguisher / emergency equipment location(s):
Emergency contact / site emergency number:	Site supervisor / person in charge today:
How to raise a safety concern / stop work:	

2. TODAY'S WORK

Work we doing today?
Where are we working?
Plant / equipment being used.
Other crews / contractors affecting our work.

3. WHAT'S DIFFERENT TODAY?

Changes since work was planned
New / changed hazards or conditions
Controls / actions agreed

4. TODAY'S TOOLBOX TALK

Topic:
Key discussion points:
Questions, issues or concerns raised by workers:

5. BEFORE WE START

- ☐ Does everyone understand today's work and how it will be done safely?
- ☐ Does anyone have a safety concern, question or something we have not considered?

6. WORKER ACKNOWLEDGEMENT & ATTENDANCE

By signing below, I confirm that I participated in today's toolbox / pre-start discussion, understand the work planned for today and the safety matters discussed, and have had the opportunity to raise questions or concerns. I confirm that I am fit for work today and will tell my supervisor if anything changes that could affect my ability to work safely.

Worker name	Fit for work	Signature	Time
	☐ Yes		
	☐ Yes		
	☐ Yes		
	☐ Yes		
	☐ Yes		
	☐ Yes		
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	☐ Yes		
	☐ Yes		
	☐ Yes		
	☐ Yes		

7. ACTIONS & SUPERVISOR SIGN-OFF

Actions / follow-up required:

Person responsible:	Due date:	Completed / closed:
Talk conducted by:	Signature:	Time completed: