

Safety talk - attendance register

Workplace/Business Unit	Date (DD/MM/YYYY)
Presenter	
Topic/s	
Content	

Persons present

Note: In signing this Toolbox Attendance Form, I 'the employee', acknowledge that I was present during this toolbox talk and that I understand the content discussed.

Print full name	Signature
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Print full name		Signature
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Comments/Corrective Actions		
Presenter's Signature	Duration (minutes/hours)	Date (DD/MM/YYYY)

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