

# WHS FORM 06: RECORD OF TOOL BOX TALK

<b>Workplace:</b>		<b>Date:</b>	
<b>Name of supervisor or presenter:</b>		<b>Time:</b>	
<b>Persons present</b>			
<b>Name</b>	<b>Signature</b>	<b>Name</b>	<b>Signature</b>
<b>Topics discussed and feedback</b> (The following are examples of potential subject matters: site specific risk assessment, specific activity training, SWMS, safety of vehicle load and off loading, basic traffic management/parking, overhead electrical powerlines, underground services, falls, safe delivery, documentation, site security and any other issues. You can add or delete more subject matters as appropriate).			
<b>Comments/Feedback</b>			