

(Photocopy and use this form as needed)

▶ Tool Box Talk Register

Company

Instructor

Date

Topic(s) Discussed

Attendees

Name

Signature

Feedback / Comments for Follow Up

Talk Tips

- ▶ Prepare for the talk
- ▶ Check your employees know and understand the controls and procedures
- ▶ Make the talk meaningful
- ▶ Engage and involve your employees