

# 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
1	
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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)