

(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

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