

## Tool Box Talk Attendance Form (Use back of form, if needed.)

<b>Department / Location:</b>	<b>Instructor(s):</b>	<b>Date:</b>

**Tool Box Talk Topic(s):**  
 What are we doing today? What SOPs/JHAs apply?

What tools/supplies do we need?

What are the hazards?

What are the mitigations?

What PPE is needed?

Are participants documented as having been trained for their tasks?

	Print Name	Signature	Job Role / Affiliation
1			
2			
3			
4			
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10			

**Job Related Concerns or Employee Suggestions:**