

This form is used to document attendance and topics covered at Toolbox Talk meetings. The supervisor shall track issues and actions raised from these meetings with a focus on corrective actions. Each meeting shall include a brief overview of safety matters including safety performance and/or previous incident that occurred (in the previous week), Toolbox Talk topic, and other CS Energy matters the Supervisor needs to convey to his team. For further information refer to the Procedure for Conducting Toolbox Talks, CS-OHS-30.

Section 1 – Toolbox Meeting Details

Print Supervisor Name:	Signature:	Area/Workgroup /Team:	Date: / /	Time: :
Toolbox Topic Name: (Include document number)				
Additional attachments: (or topics presented)				

Section 2 – Attendance (Workgroup/Team)

Print Name:	Signature:	Print Name:	Signature:	Print Name:	Signature:
Print Name:	Signature:	Print Name:	Signature:	Print Name:	Signature:
Print Name:	Signature:	Print Name:	Signature:	Print Name:	Signature:
Print Name:	Signature:	Print Name:	Signature:	Print Name:	Signature:
Print Name:	Signature:	Print Name:	Signature:	Print Name:	Signature:
Print Name:	Signature:	Print Name:	Signature:	Print Name:	Signature:
Print Name:	Signature:	Print Name:	Signature:	Print Name:	Signature:

Section 3 – Business arising from previous meeting

No.	Item/s	Action required / by who	Status	Completed
1.				Date: / /
2.				Date: / /
3.				Date: / /
4.				Date: / /
5.				Date: / /

Section 4 – New safety issues

No.	Item/s	Action required / by who	Status	Completed
1.				Date: / /
2.				Date: / /
3.				Date: / /
4.				Date: / /
5.				Date: / /

Section 5 – Comments



➔ Forward a copy to the site safety department for record purposes. The Supervisor to keep the original copy.