SITE / PROJECT			
SUPERVISOR		**DATE**	

Update of previous safety meeting / toolbox talk:
What was covered? Any outstanding items?

Recent hazards / issues identified on site:
Discuss any recent problems (e.g., noncompliance with site rules, recent incidents or near misses). (Encourage staff to be give feedback).

Safety alerts:
Discuss recent safety alert or safety focus for the upcoming week.

SIGNOFF	
Name and Signature	Name and Signature