



PHYSICAL PLANT

TOOLBOX TALK MEETING REPORT

15 minutes/week OR 30 minutes/2 weeks

Time: _____

Date: _____
year/month/day

Duration: _____

Work Unit/Shop: _____

Topics: _____

Discussion/Concerns: _____

Future Topic: _____

Next Meeting: Time: _____ Date: _____

Recorder: _____
(Please Print Name)

Signatures: Manager: _____ Worker Rep: _____

(Please Print Name) (Please Print Name)

Work Unit/Shop Sign-in Sheet to be on reverse side of this sheet or attached.

