**Toolbox Talk**

**Evaluation Template**

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| **DETAILS** |
| **Section / Department:** |  |
| **Supervisor:** |  |
| **Date:** |  |
| **Time:** |  |
| **Description Of Task(s) To Be Performed:** |  |
| **Discussion On Vulnerabilities / Impacts Associated With Task(s):** |  |
| **Applicable Procedural Requirements Reviewed (provide details):** |  |
| **Job Vulnerabilities / Hazards Assessment (JVA / JHA) Discussed With Workforce (mention details):** |  |
| **ATTENDANCE** |
| **#** | **PARTICIPANT NAME** | **DESIGNATION** | **SIGNATURE** |
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| **ENDORSEMENT** |
| **Toolbox Talk Conducted by:** |  |
| **Signature:** |  |
| **Effectiveness checked by:** |  |
| **Signature:** |  |