**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:** | | |  | | |