Toolbox Talk Sign-In Sheet (Bonus - Free PDF Included)

FieldPack v1 - Template #26 | Formats: DOCX, XLSX, PDF

Project Name: _____

Jobsite Address: _____

Date: ____ / ____ / 20____

Prepared By: _____

How & When to Use This Template

Who fills it: Foreman or superintendent running weekly/daily safety huddle

When used: Every safety briefing or toolbox talk

Why it matters: Proves ongoing hazard communication and employee participation during GC audits and insurance reviews.

Template Fields (Fillable Blank Layout)

1. Project, Date, Presenter & Talk Topic [Required | text] - Ties attendance to the exact safety topic covered. Entry: _____

2. Key Site Hazards & Controls Reviewed [Required | text] - Records job-specific reminders raised during the huddle. Entry:

_____

3. Attendee Name, Company & Signature Roster [Required | table] - Verifies every crew member present attended. Entry: _____

Related Obligations & Scope Notice

Note: A toolbox talk sign-in sheet supports ongoing safety communication, but does not replace formal competent-person training certification where required (such as 1926.503(b)).

Scope: US Federal OSHA 29 CFR Part 1926 reference only. State-plan states (CA, WA, OR, etc.) have additional rules. Not legal advice. No lien waivers included.