



Toolbox Talk Document

Date: _____ Time: _____ Venue: _____

Name & surname of person presenting the toolbox talk: _____

Topic/s of toolbox talk done:

1. _____
2. _____

As an employee of _____, in terms of section 14 of the Occupational Health and Safety Act, it is your duty to:

1. Take all reasonable care not to harm yourself or other people around you, or interfere with their safety and health.
2. Cooperate with management or other persons on the premises to ensure that they comply with their duties or requirements as laid upon them.
3. Carry out all lawful orders given to you and obey the health and safety rules and procedures laid down for the premises.
4. Report any unsafe situations or conditions that may affect your health to your manager or Health and Safety Representative who will ensure action is taken within a reasonable space of time. If not resolved, escalate until such time as it is resolved.
5. Report any incident that has or could have affected your health to your manager or the Health and Safety Representative for your area. (An incident includes; near hits, damages, injuries, illness, disease or deaths in the cause of your employment).

	Name & Surname	Signature
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Comments and recommendations:

File in the relevant Occupational Health and Safety file once completed.

Signature

Date