**Location and Service:**

This form should be used to record when your staff have had an opportunity to hear or read the contents of the Health & Safety Toolbox Talk / Notes below. You should aim to present or distribute one Toolbox Talk / Note every few weeks, ensuring all that appropriate are completed within a two yearly cycle.

|  |  |
| --- | --- |
|  | **Enter Toolbox Talk / Note name below, followed by the date the member of staff heard or read it** |
|  | **Employee Name** | **1****Near Miss** | **2****Incident Reporting** | **3****Skin Health** | **4** | **5** | **6** | **7** | **8** |
|  | Eg Joe Smith | June 2017 | July 2017 | July 2017 |  |  |  |  |  |
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