**Monthly Toolbox Talk**

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| **Communication Details** |
| **Topic:**  | **Date:**  |
| **Trainer:**  | **Location:**  |

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| **Attendees**  |

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| **Name**  | **Signature** | **Date** |
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| **Confirmation** |

I confirm I have delivered the above Toolbox Talk to my team:

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| Name:  |
| Signature:  | Date:  |