**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: |