Toolbox talk planner

Invite the crew to help shape a plan that fits the work and today's conditions.

Job / task

Date / shift

Work area

Team lead

FIVE QUESTIONS FOR THE CREW

What is the work sequence, and where do tasks or teams interact?	☐ Yes	☐ No	☐ N/A
What has changed since this job was last done?	☐ Yes	☐ No	☐ N/A
Where could someone be exposed to harm, and how?	☐ Yes	☐ No	☐ N/A
Which controls matter most, and who checks they are in place?	☐ Yes	☐ No	☐ N/A
What should make us pause, stop or reassess?	☐ Yes	☐ No	☐ N/A

BEFORE THE CREW STARTS

Unresolved issues have an owner and are addressed before starting	☐ Yes	☐ No	☐ N/A
Everyone knows how to communicate a change or stop the job	☐ Yes	☐ No	☐ N/A
The team will regroup if the scope or conditions change	☐ Yes	☐ No	☐ N/A

QUESTIONS, CONCERNS AND ACTIONS (OWNER)

CONFIRMATION

Team / attendees

Rebrief trigger

General discussion aid, not a risk assessment, permit or procedure. Adapt to your site’s hazards, legal requirements and competent advice.