

Safety Toolbox Talk Meeting

QEI Job #		Job Name	
Week Ending		Date Completed:	
Foreman:			
1	Remind all employees that it is their right to a safe workplace. Each Employee is responsible to report and respond to unsafe work practices and conditions.		
2	Review recent accidents, injuries and near misses.		
3	Employee workplace safety concerns and recommendations:		
4	Safety Topic Presentation: Include review of company policies, procedures and location of specific expectations. Encourage questions and clarification.		
5	Safety Fun Facts:		

Please Sign Across from Your Name:

[illegible]