

# Toolbox Talk Safety Checklist

Worksite: \_\_\_\_\_

Supervisor/Lead: \_\_\_\_\_

Date: \_\_\_\_\_

No.	Safety Topic	Date Covered	Signatures (Initials)	Notes/Actions
1	Importance of Safety Training			
2	Housekeeping and Worksite Cleanliness			
3	Proper Use of PPE			
4	Slips, Trips, and Falls Prevention			
5	Fire Safety and Extinguisher Use			
6	Electrical Safety Basics			
7	Hazard Communication (HazCom)			
8	Emergency Evacuation Procedures			
9	First Aid and CPR Awareness			
10	Reporting Near Misses and Incidents			
11	Hand Tool Safety			
12	Power Tool Safety			
13	Heavy Equipment Operation			
14	Forklift Safety			
15	Lockout/Tagout (LOTO)			

<b>No.</b>	<b>Safety Topic</b>	<b>Date Covered</b>	<b>Signatures (Initials)</b>	<b>Notes/Actions</b>
	Procedures			
16	Scaffolding Safety			
17	Ladder Safety			
18	Crane and Rigging Safety			
19	Welding and Cutting Safety			
20	Machine Guarding			
21	Working at Heights (Fall Protection)			
22	Confined Space Entry			
23	Excavation and Trenching Safety			
24	Heat Stress Prevention			
25	Cold Weather Safety			
26	Noise Exposure and Hearing Protection			
27	Chemical Handling and Storage			
28	Asbestos Awareness			
29	Lead Safety			
30	Silica Dust Exposure			
31	Defensive Driving			
32	Backing Safety for Vehicles			
33	Seat Belt Use in Work Vehicles			
34	Pedestrian Safety on Job			

No.	Safety Topic	Date Covered	Signatures (Initials)	Notes/Actions
	Sites			
35	Distracted Driving Prevention			
36	Proper Lifting Techniques			
37	Repetitive Motion Injury Prevention			
38	Workplace Ergonomics			
39	Hydration and Health on the Job			
40	Fatigue Management			
41	Working Near Water Safety			
42	Lightning Safety Outdoors			
43	Wildlife and Insect Hazards			
44	Radiation Safety (if applicable)			
45	Hydrogen Sulfide (H <sub>2</sub> S) Safety			
46	Drug and Alcohol Awareness			
47	Workplace Violence Prevention			
48	Stress Management			
49	Mental Health Awareness			
50	Team Communication for Safety			

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## How to Use This Checklist:

- ✓ **Before the Talk:** Select a relevant topic based on current job hazards.
- ✓ **During the Talk:** Discuss key points, demonstrate safe practices, and encourage worker input.
- ✓ **After the Talk:** Record the date, have attendees initial, and note any follow-up actions.
- ✓ **Review Regularly:** Ensure all topics are covered periodically (monthly/quarterly).