

Safety Sign-In Sheet

ORGANISATION

Attendance and acknowledgement record for a safety briefing, toolbox talk or site induction.

DATE

Briefing details

SITE / LOCATION

DATE

START TIME

DURATION

TOPIC COVERED

PRESENTED BY

TYPE OF BRIEFING

☐ Toolbox talk

☐ Site induction

☐ Pre-start briefing

☐ Incident debrief

☐ Hazard notification

☐ Method statement

☐ Emergency drill

☐ Other

Key points covered

Write the actual points discussed. A blank box here makes the record worthless if it is ever examined.

HAZARDS IDENTIFIED AND CONTROLS DISCUSSED

ACTIONS AGREED

RESPONSIBLE PERSON AND DUE DATE

Signing this sheet records that the person attended and understood the briefing. Anyone arriving late or leaving early should be noted, because a signature against a briefing they did not hear is worse than no signature at all.

Attendance and acknowledgement

By signing, each attendee confirms they attended the briefing above, understood the hazards and controls discussed, and had the opportunity to ask questions.

NAME	COMPANY	TRADE / ROLE	SIGNATURE

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Presenter sign-off

I confirm I delivered the briefing described above to the people listed, and that all questions raised were addressed.

PRESENTER SIGNATURE

PRINT NAME

DATE