Toolbox Talk Template

Insert Airport Logo Here (or leave blank)	AIRPORT NAME TOOLBOX TALK TOPIC: _____
	Toolbox Talk No. 001

REASON FOR TALK

[Insert a brief, 1-3 sentence, explanation of the importance of this topic.]

MAIN POINTS

Point 1 [replace with first point]

- Bullet 1 [replace with sub-point or delete]
- Bullet 2 [replace with sub-point or delete]
- Bullet 3 [replace with sub-point or delete]

Point 2 [replace with second point or delete]

- Bullet 1 [replace with sub-point or delete]
- Bullet 2 [replace with sub-point or delete]
- Bullet 3 [replace with sub-point or delete]

Point 3 [replace with third point or delete]

- Bullet 1 [replace with sub-point or delete]
- Bullet 2 [replace with sub-point or delete]
- Bullet 3 [replace with sub-point or delete]

Insert visual graphics or photos to reinforce message, or delete this box

Insert visual graphics or photos to reinforce message, or delete this box

Insert visual graphics or photos to reinforce message, or delete this box

Main take-away point from this talk

[REPLACE WITH KEY TAKE-AWAY MESSAGE – KEEP IT BRIEF]

Insert Airport Logo Here (or leave blank)	AIRPORT NAME TOOLBOX TALK TOPIC: _____
	Toolbox Talk No. 001

SIGNOFF SHEET

COMPANY NAME:	
MEETING SITE:	
DATE:	
PRESENTED BY:	

The undersigned attended the safety talk on the above identified date.

NAME (BLOCK CAPITALS)	SIGNATURE