

SCAN ME



SAFETY. MATTERS. EVERYWHERE.

TOOLBOX TALK WHS COMPLIANCE RECORD PDF (2025)

Meeting Safety Standards across Oceania Pacific.

FREE

Your guide to safer, smarter workplaces.

A WHS Compliance Pack is your guide to:

- Identifying and managing workplace hazards
- Meeting legal health and safety obligations
- Developing clear safety procedures
- Training and protecting your team
- Reducing risks and liability

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ANZSIC code 7292 - Document
Preparation Services

TOOLBOX TALK RECORD

PURPOSE AND BENEFITS

A Toolbox Talk is a short, structured safety meeting that promotes consultation, awareness, and proactive hazard control in the workplace. For small businesses, conducting a monthly toolbox talk ensures:

- Legal compliance with WHS duties in Australia and New Zealand.
- Early risk identification, reducing the chance of incidents or costly downtime.
- Employee engagement by giving staff a voice in health and safety matters.
- Consistent communication across all staff, contractors, and new starters.
- Documentation of due diligence, which is crucial if an incident investigation occurs.

RELEVANT LEGISLATION

Australia - Work Health and Safety Act 2011 (Cth) – s.19 (Primary duty of care), s.47–49 (Consultation with workers). - Work Health and Safety Regulations 2011 – regs. 39–42 (Information, training, instruction, supervision). - Safe Work Australia Code of Practice: Work Health and Safety Consultation, Cooperation and Coordination.

New Zealand - Health and Safety at Work Act 2015 – s.36 (Primary duty of care), s.58–61 (Worker engagement, participation, and representation). - Health and Safety at Work (General Risk and Workplace Management) Regulations 2016. - WorkSafe NZ guidance on Worker Engagement, Participation and Representation.

MONTHLY TOOLBOX TALK CHECKLIST

Preparation (before meeting)

Select a safety theme (e.g., Manual Handling, Heat Stress, Chemical Safety).
Review recent incidents, near misses, and hazard reports.
Gather supporting material (Safe Work Method Statements, fact sheets, posters).
Print attendance register and action record forms.
Notify staff of meeting date and time.

During the Meeting

Record date, location, and attendees.
Open with purpose and benefits.
Deliver topic of the month (with real workplace examples).
Review recent incidents/near misses.
Encourage open worker feedback.
Discuss new legislation, updates, or policy changes. Confirm next steps and responsible persons.

After the Meeting

Collect signed attendance records.
File records in WHS system.
Follow up on assigned actions with deadlines. Schedule next toolbox talk.

TOOLBOX TALK RECORD SHEET (TEMPLATE)

Business Name: _____

Meeting Date: _____

Location: _____

Facilitator; (Community Member, Site Supervisor): _____

Topic of the Month: _____

Discussion Points:

1. _____

2. _____

3. _____

4. _____

5. _____

Recent Incident / Near Miss Reviewed:

Worker Feedback Suggestions:

Next Steps (Person Responsible for Corrective Action):

NEXT STEPS: ACTION RECORD TABLE

[illegible]

How to Fill in the Action Record Table

Record each identified action clearly. Write down the task, the person responsible, and the due date. Once completed, tick or sign off in the “Status/Completed” column. Keep entries accurate and up to date to ensure accountability and follow-through.

Example of an Identified Action

Action/Task: Replace damaged “First Aid” sign at workshop entrance

Person Responsible: John Smith (Site Supervisor)

Due Date: 10/10/2025

Status/Completed: ✓ Completed 09/10/2025

ATTENDANCE REGISTER

[illegible]

Thank You for Attending

We sincerely thank you for taking the time to attend this meeting. Your participation and input help strengthen communication, ensure compliance, and support continuous improvement in our workplace. Please remember to sign the register as a record of your attendance.