

Toolbox Talk Checklist

A structured framework for planning, delivering, and recording toolbox talks in line with ISO 45001:2018. Tick each checkpoint as it is addressed and retain the completed record as documented information.

TALK DETAILS

DATE

START / FINISH TIME

SITE / LOCATION

TALK TOPIC

PRESENTER / SUPERVISOR

NO. OF ATTENDEES

CHECKPOINTS DONE

____ / **31**
items addressed

STATUS

Not started

In progress

Audit-ready

MANDATORY
OUTSTANDING

must close before sign-off

ACTIONS RAISED

with owner & due date

Priority: ● Mandatory — core ISO 45001 requirement ● Expected — good practice auditors look for

● Best practice — strengthens the talk further

01 Before the talk — preparation

ISO 45001 §7.2 • 7.5 • 6.1.2

Topic selected to match today's tasks and known hazards

Driven by the work planned, not a generic topic

Mandatory

Relevant risk assessments and method statements reviewed beforehand

Presenter familiar with controls before briefing

Mandatory

Recent incidents, near-misses, or audit findings checked for relevance

Feed lessons learned into the talk

Expected

Presenter is competent and briefed on the subject matter

Able to answer questions credibly

Mandatory

Any documents, samples, or PPE needed to demonstrate are ready

Visual aids prepared in advance

Best practice

Suitable time and location chosen so all relevant workers can attend

Minimal noise, before the task starts

Expected

02 Hazard identification & risk

ISO 45001 §6.1.2

Task-specific hazards for the work clearly identified and explained

What could cause harm during this task

Mandatory

Existing controls explained using the hierarchy of control

Elimination, substitution, engineering, admin, PPE

Mandatory

Residual risk and what to do if a control fails are discussed

Stop-work triggers made clear

Expected

Changes since the last talk highlighted

Weather, new plant, layout, visitors on site

Expected

Interfaces with other trades or contractors addressed

Overlapping or adjacent activities

Expected

03 Delivery & communication

ISO 45001 §7.4 · 7.3 · 8.2

Talk delivered in language(s) all attendees understand

Translation or visuals provided where needed

Mandatory

Message kept clear, specific, and focused on one main topic

Short and relevant beats long and general

Expected

Real examples or visuals used to reinforce the message

Improves recall and awareness

Best practice

Workers told who to contact and how to raise a concern or stop work

Clear reporting and escalation route

Mandatory

Emergency arrangements relevant to the task confirmed

Alarms, exits, first aid, assembly point

Mandatory

04 Worker participation & engagement

ISO 45001 §5.4

Workers encouraged to share their own observations and concerns

Two-way conversation, not a lecture

Mandatory

Questions invited and answered openly

No question treated as trivial

Expected

Feedback and suggestions captured for follow-up

Noted against an owner where action is needed

Expected

Workers confirmed they understand the safe working method

Understanding checked, not assumed

Mandatory

Workers reminded of their right and duty to stop unsafe work

No reprisal for raising safety concerns

Mandatory

05 Documentation & records

ISO 45001 §7.5 · 9.1

Date, time, topic, and presenter recorded

Captured in the Talk Details above

Mandatory

Attendance register signed by all participants

One signature per attendee

Mandatory

Questions raised and answers given documented

Evidence of consultation

Expected

Actions arising assigned an owner and a due date

Accountability for follow-up

Mandatory

Record stored in the OH&S management system / accessible location

Retrievable for audit and review

Expected

06 Follow-up & continual improvement

ISO 45001 §10.2 · 9.1

Outstanding actions from previous talks reviewed and closed out

Nothing left open without reason

Expected

New hazards identified during the talk fed into risk assessments

Update the relevant assessment promptly

Mandatory

Effectiveness of controls monitored after the talk

Confirm controls are actually used on site

Expected

Recurring issues escalated to management for systemic action

Address root causes, not just symptoms

Expected

Lessons learned shared with other relevant teams or sites

Spread good practice across the organisation

Best practice

Attendance register

#	NAME (PRINT)	ROLE / COMPANY	SIGNATURE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

PRESENTER SIGNATURE & DATE

REVIEWED BY (OH&S / MANAGER) & DATE

ISO 45001:2018 CLAUSE REFERENCE

5.4 — Consultation & participation of workers

7.2 / 7.3 — Competence & awareness

7.5 — Documented information

9.1 — Monitoring, measurement & evaluation

6.1.2 — Hazard identification & risk assessment

7.4 — Communication

8.1 / 8.2 — Operational control & emergencies

10.2 — Incident, nonconformity & corrective action

This checklist is a structured aid for conducting and documenting toolbox talks; it supports but does not replace your organisation's full OH&S management system, risk assessments, or applicable legal duties. Adapt the content to the specific task and site. Retain completed records as documented information under ISO 45001 clause 7.5.



CONTACT

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