

Sample toolbox meeting minutes

Toolbox meeting minutes			
Name	Present	Name	Present
Derek Peters (Supervisor)	✓	Matt Cantopolous	✓
Susan Witherspoon	✓	Adam Mathews	✓
Topics discussed			
Derek said that Sam cut himself last week while breaking the steel strapping on a pallet of stock. To stop this in future, workers must wear gloves from now on when breaking steel strapping.			
Supervisors signature	<i>D. Peters</i>	Date	10/9/14
Follow-up / action taken			
Order placed for 6 pairs of gloves - will arrive on Friday			
Safety Officer's signature	<i>J. May</i>	Date	12/9/14