

TOOLBOX TALK - ATTENDANCE & SHIFT VERIFICATION

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JEMS



Date:	Project / Site:	Work Area:	Shift:
Employer / Crew:	Supervisor:	Toolbox Talk Topic:	

SIGN-IN DECLARATION - FIT FOR DUTY

By signing in, I confirm that I attended this toolbox talk, understand the work plan and hazards discussed, had an opportunity to ask questions, and am fit for duty. Fit for duty means I can perform my assigned work safely, considering any injury, illness, fatigue, medication effects, impairment, stress, or personal circumstance that could affect my work. If I am not fit for duty or am unsure, I will speak privately with my supervisor immediately after this meeting and before beginning work. No personal or medical details are required on this sheet.

#	Printed Name	Sign-In Time	Fit for Duty Yes / No	Sign-In Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

END-OF-SHIFT SIGN-OUT VERIFICATION

Answer Yes, No, or N/A for each check: 1) Any injury, illness, near miss, property damage, environmental release, hazard, or safety concern not already reported? 2) Work area left safe, secure, and properly safeguarded? 3) Housekeeping complete, including tools, equipment, materials, and waste? 4) Personal locks removed or formally transferred under the applicable energy-control procedure? 5) Open permits, incomplete work, changing conditions, and outstanding hazards communicated during handover?

#	Sign-Out Time	1	2	3	4	5	Sign-Out Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

SUPERVISOR FOLLOW-UP RECORD - Do not record private medical or personal details

Ref.	Worker #	Concern / Condition Reported	Immediate Action / Further Action	Status
1				
2				
3				

SUPERVISOR CLOSE-OUT

I confirm that reported concerns were addressed or entered into the applicable company process; outstanding hazards, incomplete work, permits, isolations, and required handovers were communicated; and workers were not required to record private medical or personal details on this form.

Supervisor Name:	Signature:	Time:
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This record supports - and does not replace - the employer's formal incident, hazard, environmental, isolation, impairment, and handover procedures.



1 TODAY'S FOCUS

Pause Before You Begin

Start your work in a focused state.



2 WHY IT MATTERS

How we start a task often sets the tone for everything that follows. When we rush in, we are more likely to miss hazards, make mistakes, or skip important steps.

Taking a deliberate pause gives us time to check our state of mind, review the plan, and make sure we are ready to work safely.

A 30-second pause can prevent injuries, equipment damage, and costly incidents.

3 ASK THE CREW

- ? What do you usually do before starting a task?
- ? What can happen when we skip taking a moment to pause?
- ? What are some good habits we can build into our pre-task routine?

4 TODAY'S CHALLENGE



Before starting every task today, take 30 seconds to pause, check your state, review the plan, and then begin.

Make it a habit. Protect yourself and your crew.

5 REMEMBER...



The way you start a task influences the way it ends.

6 KEEP THE CONVERSATION GOING...



What is one thing you'll do today to start every task in a focused state?

SUPERVISOR NOTES

Date: _____

Time: _____

Location / Project: _____

Facilitator: _____

Crew in Attendance:

**SAFETY IS A CHOICE.
MAKE IT EVERY DAY.**



**1 TODAY'S FOCUS****Slow Down to Speed Up**

Rushing now can cost time and safety later.

**2 WHY IT MATTERS**

Rushing creates pressure, leads to shortcuts, and increases risk.

Taking a moment to slow down helps us do the job right the first time.

Good planning and a steady pace keep everyone safe and on schedule.

3 ASK THE CREW

- ? When do you feel the most pressure to rush?
- ? What shortcuts do people take when they're in a hurry?
- ? What's the benefit of slowing down before starting a task?

4 TODAY'S CHALLENGE

Take a deliberate breath and slow down before starting your next task.

Plan it. Think it. Then do it.

5 REMEMBER...

**Rushing skips steps.
Preparation prevents incidents.**

6 KEEP THE CONVERSATION GOING...

What is one task today that you will slow down for?

SUPERVISOR NOTES

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Location / Project: _____

Facilitator: _____

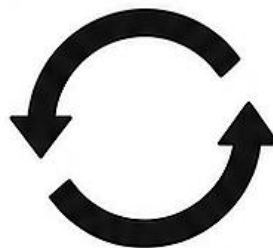
Crew in Attendance:

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**1 TODAY'S FOCUS****Reset When Needed**

It's okay to pause and reset.

**2 WHY IT MATTERS**

When our state is off, our thinking is off.

Resetting helps us return to focus, regain control,
and make safer decisions.

A short reset now can prevent a serious incident later.

3 ASK THE CREW

- ? What helps you reset when your mind isn't right?
- ? What are some things we can do as a crew to help each other reset?
- ? What gets in the way of taking a reset?

4 TODAY'S CHALLENGE

If you feel yourself drifting, stop,
reset, and get back to focused.

A reset is a smart choice.

5 REMEMBER...

**It takes strength to pause.
It takes wisdom to reset.**

6 KEEP THE CONVERSATION GOING...

What will you do today if you need to reset?

SUPERVISOR NOTES

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Crew in Attendance:

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**1 TODAY'S FOCUS** _____**Look Out for Each Other**

We're stronger when we watch out for one another.

**2 WHY IT MATTERS** _____

We don't always see our own blind spots.

Looking out for each other helps us catch changes in state, stop unsafe actions, and prevent incidents.

Caring about your crew is caring about safety.

3 ASK THE CREW _____

- ? How can you tell when a coworker is not in a good state?
- ? What's the best way to approach a coworker who may need a reset?
- ? What are some ways we can support each other daily?

4 TODAY'S CHALLENGE _____

Today, notice your teammates.
Speak up if you see something
that doesn't look right.

Care. Check in. Speak up.

5 REMEMBER... _____

**Looking out for each other
is looking out for all of us.**

6 KEEP THE CONVERSATION GOING... _____

Who is someone on the crew you will check in with today?

SUPERVISOR NOTES

Date: _____

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Location / Project: _____

Facilitator: _____

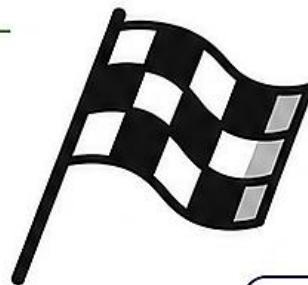
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**1 TODAY'S FOCUS****Finish Strong**

End every day the right way.

**2 WHY IT MATTERS**

Fatigue, distraction, and rushing increase at the end of the day.

Staying focused until the last task is done keeps accidents from happening on the way out.

Finish as strong as you started.

3 ASK THE CREW

- ? Why do you think accidents happen more often near the end of the shift?
- ? What can we do to stay focused until the job is complete?
- ? What's your end-of-shift routine?

4 TODAY'S CHALLENGE

Stay focused on your last task.
Finish the day the same way
you want to start tomorrow.

Don't carry risk home.**5 REMEMBER...**

How you finish today
sets you up for tomorrow.

6 KEEP THE CONVERSATION GOING...

What will help you finish
strong today?

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Crew in Attendance:

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**1 TODAY'S FOCUS****Stay Ready, Not Just Busy**

Being busy isn't the same as being prepared.

**2 WHY IT MATTERS**

It's easy to fill our day with activity.

But being busy doesn't always mean we're doing the right things.

Taking a moment to plan, prioritize, and stay focused helps us work smarter and safer.

Prepared crews make better decisions and get better results.

3 ASK THE CREW

- ? What's the difference between being busy and being productive?
- ? How can we focus on the right things, not just more things?
- ? What can we do as a crew to stay prepared throughout the day?

4 TODAY'S CHALLENGE

Before starting your next task,
take 30 seconds to confirm:
Is this the most important thing
I should be working on right now?
Stay focused on what matters most.

5 REMEMBER...

**Do today what moves us closer
to a safer tomorrow.**

6 KEEP THE CONVERSATION GOING...

*What is one thing you'll focus on today
that will have the biggest impact?*

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Crew in Attendance: _____

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**1 TODAY'S FOCUS** _____**Prepare for a Better Tomorrow**

How we end today shapes how we start tomorrow.

**2 WHY IT MATTERS** _____

A few minutes of preparation today can save hours of frustration tomorrow.

Good planning, clean work areas, and clear communication help us start the day strong.

Better tomorrows are built by what we do today.

3 ASK THE CREW _____

- ? What can we do at the end of the day to help tomorrow go better?
- ? What are some things we can plan ahead for?
- ? How does finishing strong today help the whole crew?

4 TODAY'S CHALLENGE _____

Take 10 minutes at the end of your shift to clean up, reset, and plan.

Leave the job better than you found it.

5 REMEMBER... _____

**Finish with purpose.
Start tomorrow with confidence.**

6 KEEP THE CONVERSATION GOING... _____

What is one thing you can do today that will make tomorrow better?

SUPERVISOR NOTES

Date: _____

Time: _____

Location / Project: _____

Facilitator: _____

Crew in Attendance: _____

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