Staff induction and toolbox briefing

DBE 25 | Version 1 | Booking or job reference _____

Record a practical job briefing and attendance.

Details and record

Job location date time and facilitator: _____

Scope roles and supervisor contact: _____

Hazards controls and applicable plan references: _____

PPE equipment and communication arrangements: _____

Stop work and emergency procedures: _____

Questions raised and actions: _____

Follow up owner and due date: _____

Checks and selections

☐ Fitness for task discussed ☐ Competencies checked ☐ Emergency arrangements understood

Name and role	Brief understood	Signature	Time