

Section 15.0 - Toolbox Talks

Guidance Notes:

This section contains Environmental toolbox talks. These are carried out on a monthly basis (as a minimum) and include either those within the company toolbox talks manual, or relevant environmental risk assessments, etc. Attendance sheets are completed and filed for future reference.



ATTENDANCE SHEET

| DATE: | | SITE: | | |
|------------------------|------------------|----------------|--|-----|
| TALK NO. AND TITLE | | | | |
| TALK GIVEN BY | | | | |
| TOOLBOX TALK | METHOD STATEMENT | | RISK ASSESSMENT | |
| | to the | e environment. | together with my responsibilities with regard to me by GRAHAM site staff | arc |
| | TALK | ATTENDED BY | | |
| NAME IN BLOCK CAPITALS | | SIGNATURE | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | 1 | | |