

RANKIN CONSTRUCTION INC.

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Tool Box Safety Talk Meeting Minutes

Date:

Time:

Meeting Led by:

Job #

Project Name:

Subjects Discussed:	YES	NO
Personal Safety Equipment		
Hard Hat & Boots		
Safety Glasses		
Safety Vest		
Ear Protection		
Safety Belt, Harness, Lanyard		
Proper Clothing, Gloves, etc.		
Accident Reporting equipment/injury		
Nearest Medical Attention Facility		
Fire Extinguisher & First Aid Kit		
Confined Space		
Reversing Plan		
Traffic Control Plan		
Drugs/Alcohol Forbidden		

Attendee's Name	

Topic of the Day:

Special Concerns on this job:

Other Items/Comments: