



## Sample Safety Talk Record Form

*This form is intended to be an example of a safety talk record form and can be used as is, or changed to reflect organizational or facility-specific preferences.*

Safety Talk Record Form	
Date:	Facility:
Supervisor Name:	Department:
<b>Daily Safety Topic:</b>	
Briefly note the points for discussion:	
1.	
2.	
3.	
Staff Attendees	
Print Name	Signature
Outcomes or Notes	