



ARDENT WORKSHOP

AN ARDENT WORKSHOP PRODUCT

Free Toolbox Talk Log

Log every toolbox talk in one place — free from Ardent Workshop.

[Start here](#)

✓	✓	●	✓	✓	●
✓	●	✓	✓	✓	✓
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Your free toolbox-talk log

A toolbox talk is a short, focused safety briefing — five to fifteen minutes on one hazard, delivered to a crew before a shift or task. Done regularly, they're the clearest sign that safety is a daily habit. Logged, they're evidence. This free single-crew log is where you record them.

How to use it

- 1 Open Toolbox-Talk-Log.xlsx in Excel or Google Sheets.
- 2 After each talk, add a row: the date, the topic, the crew, who ran it, how many attended, and whether the signed sheet is on file.
- 3 Keep the signed attendance sheet — the log is the index, the signatures are the proof. A red N is a reminder the signatures still need collecting.

Eight talks to get you started

- Ladder safety - inspect, 4-to-1 angle, three points of contact
- Hearing protection - roll, insert, hold; check the seal
- Slips, trips & housekeeping - clean spills now, keep walkways clear
- Machine guarding - guards stay on, use a tool not fingers
- Safe lifting - size it up, lift with the legs, keep it close
- Forklift pedestrian awareness - eye contact, marked crossings
- Emergency evacuation - know two exits and your muster point
- Reporting near-misses - a near-miss is a free lesson, report it

READY TO TRACK TRAINING TOO?

This free log proves your talks happened. The full Safety-Training & Toolbox-Talk Compliance Tracker adds the rest: certification & refresher tracking with automatic expiry and color-coded status, a compliance dashboard by crew and employee, a catalog of 16 common trainings, a 36-topic talk library, and four guides — one owned file for Excel, Google Sheets, and LibreOffice. [Get the full Safety-Training & Toolbox-Talk Compliance Tracker >](#)

Free tool from Ardent Workshop. The example talks are fictional and illustrative. This is a record-keeping template, not safety, legal, HR, or compliance advice, and not a certification of competence or regulatory compliance.