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| **TOOLBOX TALK ATTENDANCE SIGN IN SHEET.****Date: Site: Supervisor:** **Topic:**  |
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| **Feedback: Items of Concern or Issues Raised by Employees:** |
| **Place a tick “√” in the relevant box M = Mechanical / E = Electrical / R = Rigging / O = Others** |
| No. | Print Name | **Signature** | **M** | **E** | **R** | **O** |
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| **Additional – Local site or Company Topics** |

**Supervisor/Safety Officer: Date:**