

# WICKHAM MARKET PARISH COUNCIL



## Toolbox Talk Attendance Record

<b>Approved Volunteer Project</b>	
<b>WMPC Coordinator/Clerk Notified</b>	<b>Yes/No</b>
<b>Toolbox Talk Location</b>	
<b>Talk Title</b>	
<b>Volunteer Task Description of Work</b>	
<b>Date</b>	
<b>Lead Volunteer Name</b>	
<b>Lead Volunteer Contact Number</b>	
<b>Lead Volunteer Signature</b>	

Volunteers listed below confirm they have attended this Toolbox Talk and fully understood all of the Induction for Task/Works and that they are fully aware of all the safe systems of work necessary to complete the tasks safely and what actions to take if unable to follow them. Volunteers agree to ask their Lead Volunteer if at any time they feel further instruction is needed to complete the task

Volunteer Name	Signature	WMPC Member? Yes/No

Please note here any comments of suggestions that you feel should be raised with Wickham Market Parish Council or Lead Volunteer