Vessel Name:

Daily Tool-Box Meeting

Reported By: **Date:** _____

Location: _____ **Department:**

Give a brief description of the topics discussed:

This form is used to document the points discussed at Daily Safety Meeting. In the space provided above please note the topic(s) of discussion.
Tips for filling out this form – Pick a topic relative to Day/Night's job duties – Review the TDI-Brooks HSE Manual & Project HSE Plan & discuss a procedure or procedures found in these documents.

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