

Toolbox Talk - Conducting Toolbox Talks

Toolbox Talks are intended to supplement training as safety and health discussions on the job site.

Employer Flexible Safety
Library

Introduction

Toolbox talks are designed to conduct short training sessions in a less formal format by line supervisors and to help engage employee participation. By engaging employees supervisors can heighten awareness and help reinforce the importance of safety.

Discussion Date: _____

Trainer: _____

Employee Participants:

Tips to Conducting Effective Toolbox Sessions

- ☐ Choose one safety topic per session. Use the toolbox topics as ideas and cover only the sections applicable to your workplace. Base training off previous accidents or near misses. Walk around your operations and look for situations that can result in injuries. Refer to the safety library for ideas.
- ☐ Be concise and keep it short. Sessions should be between 10 to 15 minutes. Hold sessions on average once per week. Hold sessions early in the week but not on the first work day of the week. Read through the material ahead of time be ready for questions. Make note of questions if the answer is not readily available.
- ☐ Keep the sessions small. Six to 10 members is a good number. It is easier to hold the attention of smaller groups and to keep the sessions to a manageable length.
- ☐ Meet in a place that's comfortable for workers. Gather in a circle so everyone feels they have equal input in the training. Don't use over complex language and involve them in the discussion of the topic. Make sure the spot is quiet and free of distractions.
- ☐ Allow time for questions and input.
- ☐ Document the training. The toolbox talks have a section for documentation. If another form is used have the employees sign in or keep track of who worked that day on file.
- ☐ Supplement the training with visual aids like warning signs, flip charts, illustrations, tools, PPE, etc.
- ☐ Don't lecture. Employees will feel more comfortable and be more willing to participate. Don't put the members of the group on the defensive. Safety training is not about whom but about what. If past accidents are being used as topics talk about the accident not who was involved.
- ☐ Be enthusiastic. Don't speak in a monotone. Show that you truly care about the safety. Topics employees can relate to should be chosen. Show you really do care. Keep the employees involved. Understanding the importance of their job and the larger role is important.
- ☐ Let employees see their ideas put into action. Reward good ideas and safe practices. In less informal sections employees are more likely to raise issues management was unaware of. Employees become part of the safety team.

The material in this document is provided for informational purposes only and not as a comprehensive or exhaustive resource on this topic. The toolbox should not be used as substitution for training but as a supplement to formal training.