Toolbox Talks – Template



WHAT'S AT STAKE?

Toolbox / Safety Meeting

A **Toolbox Talk** is an informal safety meeting that focuses on safety topics related to the specific job, such as workplace hazards and safe work practices. Meetings are normally short in duration and are generally conducted at the job site prior to the commencement of a job or work shift. It is one of the very effective methods to refresh workers' knowledge, cover last minute safety checks, and exchange information with the experienced workers. **Toolbox Talks** are also intended to facilitate health and safety discussions on the job site and promote your organization's safety culture. Toolbox talks/meetings are sometimes referred to as tailgate meetings or safety briefings.

WHAT'S THE DANGER?

CAUTION

Failure on your part to select an appropriate topic to present will result in uninterested workers, a waste of time and a loss of credibility on the part of company management.

Example:

You wouldn't want to present "dressing for winter work" at the start of summer.

Accidents result from unsafe acts or unsafe conditions. For a variety of reasons, unsafe acts typically account for 90% of all accidents, according to some experts. Safety meetings serve as a preventative measure against unsafe acts by educating employees on how they can do their job safely.

HOW TO PROTECT YOURSELF

CREATION OF TOOLBOX TALK

There are certain points that the manager or safety officer must consider to ensure a more effective toolbox talk for the workers. Here are seven ways how to create and write a good toolbox talk:

#1 Determine a topic of focus

Choosing a topic for toolbox talks should be based on the type of work that employees are performing every day, of course. This highlights the relevance of the job and all the related matters that should be reminded to them every now and then. Also, create a list of these toolbox topics and organize them in a calendar so that workers can follow through with the next meetings. In addition, select topics that would help refresh their knowledge of safety and quality.

#2 Conduct research

How do you know if the content that you are using is up to date and reliable? Simply get your resources to the most reliable associations and government bodies that release relevant and timely updates about safety. Examples are OSHA toolbox topics, HSE website, and more health and safety sources. Gather the most important chunks during your research and associate them with the current work that your organization has. Remember not to provide too much information that would cause information overload. Things like importance and best practices are already enough for these toolbox meetings. In addition, performing a survey to workers can also provide more insights into what they want to learn during these short meetings.

#3 Use online tools to prepare and discuss the toolbox topics

Paper-based toolbox talks can be time-consuming and cumbersome. Using digital tools and applications can help ease the preparation and actual demonstration of the toolbox topics. Doing so may also help standardize how toolbox talks are formatted. During the discussion, the toolbox talks can be sent individually so that all workers have their own copy as a guide, meaning it can be distributed to all affected and involved individuals. Remember to keep the toolbox talks short but meaty.

#4 Evaluate learnings and get feedback

Assessing the workers' learnings can be in the form of questions or simple teach-back after the meeting. With this, leaders can gauge how deep do the workers understand the toolbox topics. Conduct a post-meeting survey to learn what the employees say about toolbox meetings. And then, from all of these insights leaders can now further improve how they can make the content simpler, clearer, and easier to digest.

#5 Keep the records of all toolbox meetings

All toolbox talk meetings must be kept in a safe place as these records serve as proof for complying with legal requirements that regulate the maintenance of health and safety training, information, and initiatives. These can be potential documents that can be used for accreditations.

Toolbox Talk Example

There are a variety of toolbox talk examples that can be discussed to workers. Learn more about these examples here. Here is a basic example of a toolbox talk specifically for people working in confined spaces.

Topic: Working in Confined Spaces

Site: Hot Works, Sioux City, Iowa

Involved Team: Tom Hunt, Joe Brown, John Black, Shelly Smith

Supervisor: Joe Blow

Conducted on: September 7, 2020

What is a Confined Space?

A confined space can be any area that is sufficiently large to enter and perform jobs. It is has a limited entrance and egress points and not built for any type of occupancy.

What might happen if working in confined spaces was not performed properly?

1. Oxygen deficiency or asphyxiation due to the harmful environment inside the confined spaces.
2. Exposure to deadly gases and other organisms.
3. Loss of coordination.
4. Heatstroke
5. Death

Safety reminders when working in confined spaces:

1. Identify all hazards present before entering the confined space.
2. Conduct atmosphere tests.
3. Install proper ventilation systems.
4. Fortify communication amongst co-workers.
5. Ensure that personal protective equipment is in good condition.

Signatures: (assuming all people involved have confirmed and signed)

- **Look up reference information**

Use iAuditor as a visual aid or training guide by adding relevant information while inspecting. You can look up references in plain text, image, or external link format.

- **Easily document toolbox meetings**

Record the takeaways, concerns, corrective actions, and recommendations from your toolbox talk meeting using iAuditor. Records are automatically saved in the cloud.

- **Take or Attach Photos**

Take pictures, annotate, and attach them to your template for a more comprehensive report.

- **Capture digital signatures**

Sign off your toolbox talk documentation by capturing digital signatures. These include time and date stamps to provide accountability and confirmation on the information recorded.

IMPORTANT QUESTIONS

Why Have Safety Meetings?

Safety meetings are an opportunity for management and your safety department to communicate to employees how they can do their jobs safer and better. Topics discussed in safety meetings may be topics that you are familiar with or topics that you have limited knowledge about. If the topic is something that you’re are familiar with, it may be easy to tune out and not listen to the safety information presented. Do yourself a big favor and listen to the information as if you have never heard before. You may just learn something new, about the newest protective equipment, or a smarter way to do your job. Information passed on in a safety meeting has a purpose…..To stop you or your co-worker from being injured. Safety meetings also

allow employees an opportunity to relay safety/health concerns or improvement ideas to their supervisors.

What are Frequency of Toolbox Talks

Most organizations conduct these safety meetings once a month. The data however show that an increased frequency of toolbox talks from a monthly meeting to a daily meeting has the potential to decrease total recordable incident rates (TRIR) by up to 85%. If you happen to perform toolbox talks weekly, then the increase to daily has the potential to decrease TRIR by up to 72.8%. This simple switch is not just an exercise in administration. It sets a safety first mentality and highlights how your company is dedicated to education and safety.

What is the delivery of a successful Toolbox Talk?

A successful toolbox talk meeting should have workers walking away feeling like they've learned something valuable that they never thought of before. It's important that toolbox talks be engaging. If you want your toolbox talks to have any effect, they should be interactive, interesting, and give useful information. Stay away from monologues and lots of slides – instead, ask questions, interact with workers, and be clear and to the point.

The Importance of Toolbox Talks

Having short but frequent Toolbox Talks can significantly reduce workplace incidents. A recent report found that companies that conduct Toolbox Talks daily had a 64% reduction in total incident rates than those that conducted their Toolbox Talk meetings on a monthly basis.

1. Grow a positive safety culture within an organization.
2. Keep all workers alert.
3. Improve team communication and productivity.
4. Serve as a reminder of workers' duties and responsibilities.
5. Function as an updated record of hazards and action plan

BENEFITS OF HAVING TOOLBOX TALKS

Toolbox talks can make a great difference when conducted before employees start to work on site. These simple meetings are a vital safety measure for preventing bigger and complex risks. Managers and safety officers should invest their time and efforts in using tools or apps to administer these safety meetings regularly. **Here are some BENEFITS of performing toolbox talks**:

1. Boost worker knowledge on hazards and risks.
2. Strengthens leaders' and workers' sense of responsibility.
3. Improves team coordination and productivity.
4. Establish a good communication system within teams.
5. Documents and organizes safety meetings.
6. Creates a secure working space and safety culture.

Tips from Toolbox Talks for OSHA Safety and Health

These short pre-written safety meetings are designed to heighten employee awareness of workplace hazards and OSHA regulations. They are not intended to take the place of formal OSHA safety training for workers, but to supplement it.

- Read the toolbox talk to yourself a couple of times before you hold the actual meeting with workers. That way you will be more familiar with the content to be

covered and therefore less apt to stumble while reading to the group.
- Try to hold the toolbox talk in an area that is free of noise and other distractions. If the workers cannot hear you talking, or are distracted by other activities in the area, they won't be focusing on your talk.
- Speak clearly and directly. Mumbling or reading too fast makes it difficult for the workers to understand you. Just take a deep breath, and then speak clearly and at a natural pace.
- Use a prop when possible to help you keep the workers attention. If you are giving a toolbox talk on setting up a portable step ladder, have one set up nearby so you can point out things as you read the toolbox talk. To really drive home a point, have an unlabeled container you found on the job-site available when giving a toolbox talk on OSHA's hazard communication standards about labeling requirements.
- Always give workers an opportunity to ask questions at the end of the toolbox talk. Don't make snide remarks to employees who do ask a question, as this will discouraging others from asking questions later.
- Always document your toolbox talks. Even if certain OSHA standards do not require documentation of safety training, it can't hurt to have the information about the topic, the trainer, the date, and names of the workers on file.
- Last but not least, practice what you preach. Nothing makes a trainer lose credibility faster than to have a worker see them doing something that violates the safety precautions that were covered in a previous toolbox talk. Always set a good example for others.

Overview

Observe job-safety techniques. Focus on what is important (and mandatory). Listen to and follow up on company Safety Committee and employee recommendations. Identify what poor work practices are causing injuries or accidents on the job. Plan for and schedule out for a month so you have time to research and possibly modify your company policy.

The Toolbox Talk should:

- Be scheduled as needed, depending on the level of risks faced on the job, or the levels of experience of the workers. Management should assess how often and for how long Toolbox Talks should be held in your company.
- Generally, but not necessarily, be conducted by an employee of supervisory level or with basic OHS awareness. Any issues raised that cannot be resolved should be addressed by senior management.

FINAL WORD

A Toolbox Talk Template is the starting block to help to build and sustain employee safety and security in your business operations. Take the template and adjust and modify it to custom fit your operations. The template can address any issues, concerns that your operations may have.