

TOOLBOX TALK

1. HOW TO GIVE A TOOLBOX TALK

What?

- 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.



Why?



- Toolbox Talks need to be given by experienced workers; people will pay more attention when talks are delivered by people they respect and trust.
- Most people underestimate the risks they take on the job; getting people to think about the risks can make it more real
- Everyone wants every member of their team to get home safely, every day. Your brief could prevent an accident or incident – but you will never know if it did!

Do ✓

- ✓ Make sure the talk is relevant; it should relate to the worksite and work or activity that is being undertaken
- ✓ They should be brief and focus on a single topic
- ✓ Deliver the talk in a place where the audience can concentrate on your message
- ✓ Engage with the audience by being interactive; pose a problem and ask for inputs or possible solutions
- ✓ Tell a story to make the issue more real
- ✓ Manage the meeting so that everyone is involved
- ✓ Keep it focussed by keeping the discussions relevant
- ✓ Continuously improve; listen and act on feedback

Don't ✗

- ✗ Don't rush your words and speak too quickly, people may not hear what you're trying to explain
- ✗ Don't use complex words or jargon, keep it clear and simple
- ✗ Don't ignore what your audience has to say
- ✗ Don't speak with a harsh tone of voice, keep it light, positive and engaging
- ✗ Don't be impatient with your audience
- ✗ Don't focus on the negatives of the topic



Document Name	<i>TBT How to Give a Toolbox Talk</i>	Document No.	<i>OC/HS/TBT 01</i>
Document Owner	<i>David Shaftoe</i>	Date of Issue	<i>07.06.20</i>
Related TBTs	<i>All</i>	Version No.	<i>1</i>