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TIPS FOR PRESENTING A TOOLBOX TALK

A Toolbox Talk is a short safety talk that should be given by a Team Leader, Supervisor or Safety Officer. They are generally carried out in smaller groups at the beginning of the day and should be relevant to tasks that may be carried out on the day.

The aim of the Toolbox Talk is to highlight specific hazards to the trade and to raise awareness of the employee, as well as inform them of control measures that can be put in place to help prevent accidents. This can be achieved by keeping things simple, specific and involving as many as possible that will be involved in the task.

The person presenting the talk will have experience in the task and should explain the task by way of real life examples including the hazards and risks involved. Where possible involve the others in the conversation; group awareness will only help to highlight the issues.

On completion of the introduction and identification of the hazards the leader will discuss the recommended control measures that should be put in place, again seeking input from the others so that others can be heard and feel a part of the solution.

Above all remember to keep it a simple document and include sign off. These talks should only take 7 to 10 minutes and cover site specific and ongoing day to day issues that are real to your Trade/Industry.

Just Remember

1. Introduction of topic
2. Identification of Hazards
3. Control Measures - includes PPE required
4. Summarise, record, Attendees

HAVE A SAFE DAY!!