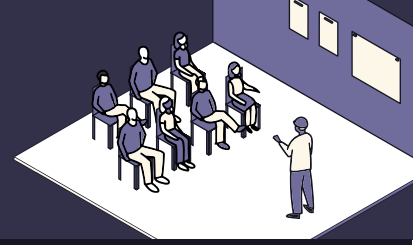Toolbox Talk

Effective Toolbox Talks

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Awareness of hazards:

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Understanding risks:

Workers should understand that positive attitudes, good choices, and following site rules all reduce the risk of accidents. As a form of training, toolbox talks are technically 'administrative controls'. Meetings are an opportunity to engage with workers, discuss risks, and positively reinforce safe behaviours.

Toolbox talks update workers on work programmes, accident data, and any health and safety matters.

Suggestions for effective Toolbox Talks:

Schedule a regular time and place that works well and ensure workers can hear the speaker.
- Weekly – or more frequently if the work environment is changing rapidly or hazardous.

Be interactive – actively encourage participation and feedback.
- Invite workers to present topics to the group.
- Use clear and appropriate language to ensure key points are understood.
- Use positive language and affirmations. Avoid lecturing, criticising and blaming.
- Reinforce the importance of attending toolbox meetings for maintaining safe work.

Follow a standardised agenda.
- Changes to company or site policies.
- Review action points from previous meetings.
- Review/update the hazard register and discuss accident data.
- Discuss the current work programme and/or new equipment.
- Company leaders (or team members) introduce organisational topics.
- Special topics (e.g., Site Safe Toolbox Talks)

Close the meeting and thank attendees. Advise the next meeting time, place and date.

Record the meeting details on file – time and date, attendees, discussion items, and action points.