

TOOLBOX TALK

HOW TO RUN A TOOLBOX TALK

Introduction

Toolbox meetings are short briefings held on site with your team. Here workers have the opportunity to have their say about health and safety, the work programme and how the job is tracking.

Don't be put off the idea of rounding the team up for a toolbox talk. Toolbox meetings should be run on a regular basis for 10-15 minutes. A weekly or fortnightly meeting is often suitable, however if you are involved in a big project with new workers coming on site regularly or there are particularly hazardous areas of the job, then you might want to increase the frequency to daily.

Why do we run Safety Meetings?

- › Inform workers of changes to company procedures.
- › Identify new hazards and review existing hazards.
- › Develop/review hazard controls.
- › Discuss/review accident and incident data.
- › Employee participation.
- › Communication.
- › Discuss programme.
- › Develop/review work processes.
- › Short training sessions.
- › Ensure that running and attending toolbox safety meetings is recognised as an important part of a person's role. If the worker regards health and safety as an add-on, it will often be neglected.

3. Follow an agenda

Follow an agenda to make sure you cover everything off:

- › Inform workers of changes to company procedures.
- › Identify new hazards and review existing hazards.
- › Develop/review hazard controls.
- › Discuss/review accident and incident data.
- › Discuss the work programme for the day/week ahead.
- › Have company leaders talk about the business direction or a particular topic.
- › Discuss any new equipment on site.
- › Provide a short training session (Site Safe provides exclusive toolbox talk topics to its members for upskilling and informing workers).

How to run a Toolbox Meeting?

1. Schedule the meeting

- › Let the team know where and when the meeting is. At the start of the day works best with most workplaces.

2. Set the scene for the meeting — keep it real and be positive

- › Encourage everyone to join in and provide their own feedback, knowledge and experiences. Use simple language for everyone to understand to convey the key health and safety messages.
- › Toolbox meetings are an opportunity to provide positive feedback for safe actions, hard work and initiatives. It's also important to avoid criticism and acknowledge everyone for their contributions. The meeting shouldn't be a lecture, but a chance for talking with the team.

4. Close the meeting

- › Thank the team for their time and let them get to work.

5. Record meeting notes

- › Details of meetings should be recorded and kept on file. Record meeting dates, attendees and discussion items. Show follow-up items from previous hazards, accidents and incidents.