



Toolbox Talks (TBT) are a straightforward way for leads and supervisors to supplement the OSHA (Occupational Safety and Health Administration) training efforts of their company or organization, and to keep safety front and center in their workers' minds. These short pre-written safety meetings are designed to heighten employee awareness of workplace hazards and OSHA regulations.

You may be wondering – How do you write a toolbox talk? It is not always easy starting with a blank page and deciding what to talk about. Even though toolbox talks are short, preparing the talk is not always so quick and simple. There are several stages you need to go through to create the perfect toolbox talk.

PICK YOUR TOPIC

The topic must be relevant to the work that your company does to ensure that employees are actively engaged and participate. For example, you would not want to deliver a talk on demolition if your team is providing painting and decorating work. It would be better to give one on harmful substances or manual handling instead.

RESEARCH THE SUBJECT

Make sure that your knowledge on the topic selected is up to date. You can research health and safety subjects in a variety of places such as the OSHA Training website and you can also visit the OSHA website to gather the information, you need for your talk.

WRITE THE TALK

Lastly, keep your proposal easy to read and pleasant to look at. Don't overload a slide with too many words, and choose a color palette that won't distract the audience.

DELIVERY

The most effective way the Supervisor can deliver their TBT is by following a simple 3 step delivery:

EXPLAIN:

1. The task to be performed, not how to do it. **2.** The HSE (Health Safety and Environmental) measures already put in place by management (according to JHA, MS, etc.)

ASK and LISTEN:

1. Do you understand what needs to be done? **2.** Have you ever done this task before? **3.** Are you all trained for this task? **4.** How was it when you did the task before? **5.** How are you going to do the task? **6.** What are the dangers in doing the task? **7.** How are you going to do the work safely and in an environmentally responsible manner? **8.** Is everyone feeling OK about it?

TELL THEM:

1. What you heard. **2.** You will be monitoring the conditions to see if anything is missing from the plan. **3.** To stop, adjust the plan or get you if something changes that makes it unsafe.

RECORDKEEPING

Keeping a record of who has completed what talk is important for your training records. Not only as evidence that your business is actively carrying out toolbox talks to provide continuing health and safety information, instruction, and training to your workforce, but also for health and safety management systems or external accreditations. Your records will also help you verify which talks have been completed, when, their results, and when they need refreshing.