



HOW TO CONDUCT A TOOLBOX TALK

Frequency

One every other week

Topic for discussion

Choose a topic that is relevant to your audience; one that will create a discussion; a two-way communication; use either your own topic e.g. discuss an incident that happened on site the week before, discuss new work hazards, or one generated from the **Toolbox talk** programme. Choose the relevant subject number from the list and make yourself familiar with the topic.

Location

Does not have to be an office; a mess-room or workshop area will suffice.

Audience

Between 4 and 10 in number will be the most effective but larger audiences, say in a contractor's mess-room, are suitable and sometimes the only solution.

Time

Limit the duration to 10-15 minutes - try not to become side-tracked on other issues.

Approach

Use a questioning approach, get the message across and **listen to responses**. **Toolbox** talks are **not lectures** and are designed to get people to think and talk about Health, Safety and Environmental issues.

For example:

Typical prompts / questions may be:

- What do you as a group think the benefits are from this type of discussion?
- What are the hazards from the incident described and what are the learning points.

Style

The following are encouraged:-

- Watch how other people present **Toolbox** talks and decide upon the style that best suits you.
- Try to generate interest in the topic with the questions you ask - Highlight some key words to remind you of the points to bring up.
- Avoid just reading the topic - take the topic and try to build up the discussion point by point.
- Try to be a good listener.
- Do not allow the group to get *totally* side tracked, if it is important and relevant allow a short discussion then bring them back to the main issue

Signatures

Obtain signatures from delegates to confirm attendance and keep on file. (see example below)

