



How to Use Tool Box Talks

Toolbox Talks are intended to facilitate health and safety discussions on the job site.

- The tool box talk materials in this document can be delivered during a variety of scenarios, for example: Safety hours, team meetings, and prior to going out on site or as part of a pre-work briefing.
- The toolbox talk materials can also be used to improve your knowledge of specific issues or requirements such that you can engage with staff on these matters during the course of your work, for example: planned inspections, safety tours or contract meetings.
- It is important to prepare yourself before delivering these topics, take time to read the talk and become familiar with it. The material in each tool box talk is sufficient information to deliver to your audience however you may want to do further research to gain a greater understanding of the specific topic.
- Deliver the talk in as quiet a location as possible with minimal distractions. Take approximately 15 minutes to deliver each topic.
- Explain the reason you are giving the talk, why it's important that the audience listens and the information relevant to your workplace. The following tips might help you:
 - Be positive and confident.
 - Keep it brief and target your audience.
 - Be prepared for questions. If you do not know the answers, do not make it up. Say you will find out and get back to them and ensure that you do.
 - Ask questions to gain confirmation that the group have understood the talk. If the group is quiet or not responding rephrase your question, Try not to give them the answer.
 - Use your own words and experiences.
 - Engage the group by asking them about their own experiences, listen to what they have to say.
 - Be firm – get the message across and don't get side tracked.
 - Remember these are serious topics and you are providing important information.