



## MAKE THE MOST OF YOUR TOOLBOX SAFETY TALKS

### Introduction

It is important that everyone is involved in Toolbox Safety Talks. If you simply read or instruct Employees and others without their active involvement, the Toolbox Safety Talks will not be as effective as they would be if you engage them in the discussions. It is also important to deliver a particular Toolbox Safety Talk when it involves the work your team are either engaged in currently, or are about to begin. The use of “Toolbox Safety Talks” is an invaluable means of involving those most at risk, the Employees, Subcontractors and Self-Employed, without incurring any significant time or financial penalty.

### Use Toolbox Safety Talks to:

- Help Employees understand their job responsibilities and how to achieve them.
- Ensure that Employees are ready to do their jobs safely.
- Demonstrate what you expect from your Employees.
- Genuinely influence Employee performance.

Make the most of this opportunity. Anything worth doing is worth doing right.

### Adults learn by:

- Being actively involved in the learning process
- Understanding how the message being delivered applies to their job
- Understanding why certain rules exist (not just what the rules are)

Incorporate these principles – ***active involvement, applying information to the job and explaining why as well as what*** - into your Toolbox Safety Talks and your message will be understood, you will get buy-in from your Employees and they will be likely to meet your expectations. Remember, adults learn by discussing things not by hearing things.

Site Safe has produced this series of “Toolbox Safety Talks” to assist Contractors, and in particular Project Managers, Site Managers, Foremen, Leading Hands, Team Leaders etc, to implement an effective system of conducting regular Toolbox Talks with minimum effort, whilst achieving maximum gain.

### Frequency

This will depend on individual requirements and approaches as well as the site conditions. On larger sites it may be necessary to give the same Toolbox Safety Talk several times in order to ensure all Subcontractors etc are addressed, or it may be more practicable to give the same Toolbox Safety Talk at different locations on site, i.e. a different floor/level each day. On smaller sites, it may be simple enough to address all site personnel at once.

Whilst there is no set frequency or method, it is recommended that companies aim to give a Toolbox Safety Talk to every Employee, Subcontractor and Self-Employed person at least once a week. Ideally, where practicable, this should be implemented as a set routine, i.e. every Monday morning starts with a 10-15 minute Toolbox Safety Talk.

### **Which talks?**

Included in our internet library are Toolbox Safety Talks covering most construction site activities, and there are sufficient to give a different talk once each week for a year. For best effect you can select Talks based upon primary company or site activity, or maybe on areas of concern. Additional Toolbox Safety Talks can then be added as and when required.

### **Summary**

Toolbox Safety Talks provide a convenient and effective method of communicating and involving your Employees as well as reinforcing the safety message throughout the workforce and can significantly enhance the development of a safe working culture. The cost of implementing a regular Toolbox Talk system is minimal, 10-15 minutes a week! The benefits will include greater awareness, with the potential to reduce accident rates, downtime and equipment damage and possibly even save a life.

### **Toolbox Talk Plan**

#### **Remember to:**

- Arrange for a place conducive to learning
- Actively involve Employees in the discussion
- Apply the Talk to upcoming work activities
- Explain the “why” and the “what”
- Share your experiences and ask for others to share theirs
- Use props and visual aids
- Check Employee understanding

**The question is not “can you be bothered?” - it’s “can you afford *not* to be?”**