

Preparing to give a Toolbox Talk

COUNTRY Financial® takes safety in the workplace pretty seriously. That's why we've introduced Toolbox Talks – monthly safety talks led by foremen for those in the construction industry. You've worked hard to grow your business. And we're here to help you protect it.

We pulled some helpful information from Occupational Safety and Health Administration (OSHA) publications¹ to help you give a meaningful Toolbox Talk.

Toolbox Talks are designed to be:

Short — Each Toolbox Talk should last approximately 5-10 minutes, and can be given by foremen or general contractors at meetings before the work shift, or during breaks.

Participatory — Workers attending the talk should ask questions and discuss the topic. This increases the likelihood that they will remember the information.

Preparing for Toolbox Talks:

1. Spend about 15 minutes to become familiar with the Toolbox Talk.
2. Print a copy of a relevant Toolbox Talk and think about how the topic relates to your specific worksite.
3. After the discussion, post the Toolbox Talk on a community bulletin board, or hand a copy to each employee.

Advice for trainers:

Safety meetings work best if the whole crew actively participates. Here are some ways to encourage everyone to get involved:

- Ask questions instead of simply giving them the information. After you ask a question, wait a short time to let people think. Then, call on volunteers to answer.
- Ask about personal experience. This can help the group see how the topic is relevant to them. You could ask: Has anyone here experienced an accident of this type? What happened?
- Make sure everyone has a chance to talk. If a crew member is talking too much, invite someone else to speak.
- Never make fun of anyone or put anyone down, especially for asking questions.
- Don't fake it. If you don't know the answer to a question, don't guess. Write the question down and get back to them.
- Stick to the topic. If the crew's questions and comments move too far from the topic, tell them their concerns can be addressed later, either privately or in a future safety meeting.



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¹ Occupational Safety and Health Administration, Fall Prevention Training Guide, 2014