

ToolBox Talks

- An effective toolbox meeting starts good communication between all staff
- Effective leadership of a toolbox happens when the company has good systems to support the communication
- Record your meetings – this is a verifying document

WHO –

- Foreman or job supervisor/manager can lead but great to share the role
- Everyone is invited to participate
- Do we invite contractors/sub-contractors ? – depends on job, size of workforce – remember to communicate any issues, messages to them, possibly have a representative from the subs on site

WHEN Regularly–

- Depending on size of job – daily/weekly
- Can include at start of day/ tea break/end of the week to prepare for next week
- When things change – important to review and communicate
- Communication starts with the toolbox meeting and continues through the day/week/job/project

WHERE

- on site –
- make part of business as usual

WHAT to include – an agenda is a good tool to running a good session

- Daily or weekly planning
- Hazards and Controls
- Congratulations
- Accident or incident reports – learnings from elsewhere
- Health and Safety topic – may be related to upcoming work/task
- Record questions and actions to be done
- Report back answers and completed required actions
- Any injuries, reports of discomfort or pain in the team
- Weather or other conditions that may affect the job
- Record when, where, main points and an attendance register

WHY

Good Communication tool for the business

- A record of communication, training etc
- Keeps management in the loop
- Allows for management to communicate their messages