

Toolbox Talk

Aide Memoire for Managers & Supervisors



What?

- The talk should be a brief informal hands-on training session lasting at least 10 minutes and no more than 30 minutes
- Manager and Supervisors giving these talks should have attended a Tool Box Talk train-the-trainer session
- Employees have a legal responsibility to attend tool box talks when requested and fully participate in the event
- Topics for talks should be chosen which are relevant to the group of employees attending
- Each topic is designed to convey meaningful information in an easy-to-understand standard format
- Talks should be undertaken on a regular basis - as a minimum once a month
- Ideally our contractors should give similar talks to their employees

Why?

It:-

- Raises awareness of relevant EHS issues
- Engages employees in discussion
- Improves overall EHS performance
- Encourages employees to understand Company policies and processes
- Considers the local procedures used to control risk
- Provides feedback on any issues and concerns
- Suggests way to improve existing practices

Do ask key questions



- ✓ Have you done this task before?
- ✓ Do you know what procedure to follow?
- ✓ Why do you do it that way?
- ✓ Where do you get the equipment from?
- ✓ Who do you contact for more information?
- ✓ What Personal Protective Equipment do you wear?
- ✓ What are the risks?
- ✓ How do you avoid the risks?

Don't



- ✗ Digress too far from the topic
- ✗ Rush the presentation
- ✗ Guess at response to questions
- ✗ Pick irrelevant subjects for the talks
- ✗ Aim your talk at one person
- ✗ Forget to record attendance



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