

GUIDE TO: DELIVERY OF A TOOLBOX TALK



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Guide to delivery of a Toolbox Talk

What is Toolbox talk?

A toolbox talk is a short safety meeting that is conducted on a job site or in a workplace to discuss specific safety hazards and precautions related to a particular task.

Safety moment, tailgate meeting or safety briefing are all synonyms for the same thing - an informal job safety meeting that typically takes place in-person, on-site ahead of the commencement of a day's work.

Where do I find topics for a toolbox talk?

You can really have a Toolbox on any Health and Safety procedure in the workplace. Included in the SafetyWallet Subscription toolbox talks are included as part of the Subscriptions.

Please visit our website to view Standard operating procedures which are closely related to toolbox talks or contact your SafetyWallet Support to request more Toolbox Talks.

How do I present a Toolbox talk?

1. Identify the topic:

Choose a relevant safety topic that is pertinent to the task being performed or the hazards present on the job site. Some examples include fall protection, electrical safety, fire safety, hand and power tool safety, and hazardous materials. A few topics included in this guide.

2. Prepare your presentation:

Gather information on the topic and prepare a brief presentation that highlights the hazards and necessary precautions. Use visuals, videos, and real-life examples to engage your audience and make the presentation more relatable.

3. Determine your audience:

Identify the workers who will be attending the toolbox talk and tailor your presentation to their needs. Consider their job roles, level of experience, and language abilities when preparing your presentation.

4. Choose a location:

Find a suitable location for the toolbox talk that is free from distractions and allows for open discussion. A quiet area away from noisy equipment is ideal.

5. Start with an introduction:

Introduce yourself, the topic, and the purpose of the toolbox talk. Explain the relevance of the topic to the workers and emphasize the importance of following safety procedures.

6. Present the information:

Use your prepared presentation to deliver the information to your audience. Explain the hazards and risks associated with the task and the necessary precautions to prevent accidents and injuries.

7. Encourage discussion:

After presenting the information, open up the floor for discussion. Allow workers to ask questions, share their experiences, and voice their concerns. Address any questions or concerns and offer guidance and support.

8. Provide handouts:

Provide handouts or other informational materials that summarize the key points of the toolbox talk. Workers can use these materials as a reference in the future.

9. End with a conclusion:

Summarize the key points of the toolbox talk and reiterate the importance of following safety procedures. Encourage workers to report any safety hazards or concerns and to always prioritize safety on the job.

10. Follow up:

Follow up with the workers after the toolbox talk to ensure that they have understood the information and are following safety procedures. Consider conducting periodic follow-up toolbox talks to reinforce the importance of safety on the job site.

By following these steps, you can deliver an effective toolbox talk that promotes a culture of safety and helps prevent accidents and injuries on the job site.

A List of Toolbox Talks in this guide:

A few working Toolbox Talks examples you will find in this guide:

- Hard Hats and Bumps
- Stairs
- Slip & Trip
- PPE General
- Housekeeping

- Ergonomics

Why do I need an attendance register?

The toolbox talk is a form of Health and Safety Training and therefore requires an attendance register.

Please view attached register for your convenience

Benefits of being a SafetyWallet Subscriber:

Your monthly Subscription Includes Support on maintaining your Health and Safety Program.

- We are just a phone call away to support you.
- You receive free Access and Control of the OHS Online cloud-based Health and Safety Management System. All of the Policies, Procedures and practices is updated to the latest South African Regulations and By Laws.
- SafetyWallet Health & Safety Programme with over 170 Policies and Procedures and growing monthly.
- OHS Online Mobile Inspection App with more than 40 inspection templates.
- The 30 Health and Safety E-Learning training courses.

What to Consider:

Products and Services supporting PPP available from My Safety Shop:

Please visit My Safety Shop for a comprehensive list of services and Products:
www.mysafetyshop.co.za

Policy:

Health and Safety Policy

Specific Policy

Risk Assessment and Surveys to be taken into account

Procedures:

Training

Standard Operating Procedures SOP

Please reference procedures and guidelines on OHS Online

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Control Measures

Practices:

Registers and Inspection checklists to use as preventative measures

Consider task specific best practices

Safety Signs

Hazard identification and near miss reporting practices by all staff members.

Implementation of Control Measures

“Building a positive attitude begins with having confidence in yourself.” —*Roger Fritz*

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SAFETY TOOLBOX TALK- GOOD HOUSEKEEPING

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