

## Toolbox Talks

A good toolbox talk can be held in 10-15 minutes and includes participation from your workers

As a business, you have duty to consult, communicate and inform your workers about the hazards and risk controls in your business. I know from experience that preparation of toolbox talk topics and handouts is a time-consuming and often thankless task.

The toolbox talk factsheets are designed as a ready-made guide to assist you in discussions with your workers on a variety of different topics. Toolbox talks don't have to be long, in fact short and succinct messages are often better remembered by workers than lengthy lectures!

These one-two page, OK a couple have three pages, toolbox talk factsheets and general WHS information sheets to enable you to provide your workers with information in short bite-size pieces that focus on one specific topic.

### Definitions

These are to identify why the topic is a necessary one in terms of workplace health & safety

#### Example - Definition

Alcohol and drug consumption/dependency affects individual health and work performance in terms of safety, efficiency and productivity and attendance.

### What workers need to know

Many of the topics have a section called "What workers need to know" – use this as your prompt to lead the discussion and to add your company specific requirements:

#### Example - What workers need to know

1. Why protective clothing is necessary -identify the workplace hazards that threaten their bodies
2. How the protective clothing will protect them
3. The limitation of the body protection
4. When they must wear the protective clothing
5. How to put on the protective clothing properly
6. How to adjust parts for a comfortable and effective fit
7. How to identify signs of wear, such as
  - rips, tears, scuffs, and
  - loss of elasticity in tight-fitting parts
8. How to clean and disinfect the protective clothing
9. The results of the risk assessment to determine the type of clothing protection to be provided

You might also want to add one or two of your own – such as:

- Which hazards in this topic are most likely to happen?
- What is the least understood hazard?
- What hazards could cause the most significant injury or loss?
- How many people could be hurt?
- What are the "Stop the Job" triggers?

### Ask questions

Use the "What you **must** do" and "What you **must not** do" segments to ask your workers questions. You can then lead the discussion to identify any issues that have not been understood or have been missed.

### Detailed topics

As some of the topics (eg bullying and harassment) are complex, these have been split into a series, so that you can cover the topic in more detail. This will also allow you to recap and reinforce the previous message.

All toolbox talks are in Microsoft Word® format and are fully editable.

### Have a suggestion?

If you have any topics that you'd like included – let us know. Don't forget to check back often as we'll be adding new topics all the time.