



## TOOL BOX TALKS



### INTRODUCTION

These toolbox talks were put together especially for the fire sprinkler contractor. Their purpose is to assist sprinkler contractors in their efforts in preventing and controlling losses through continuous safety training. The topics address the exposures sprinkler contractors face on a daily basis and proportionately reflect the loss trends of sprinkler contractors for the period 1/97 – 12/07.



The AFSA and OSHA Alliance provide an opportunity to participate in a voluntary cooperative relationship with OSHA for purposes such as training and education, outreach and communication and promoting a national dialogue on workplace safety and health.

These Alliances have proven to be valuable tools for both OSHA and its Alliance participants. By entering into an Alliance with a party, OSHA is not endorsing any of that party's products or services; nor does the Agency enter into an Alliance with the purpose of promoting a particular party's products or services.

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September 2008

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## HOW TO GIVE A TOOL BOX TALK

Communication is one of the best ways to prevent accidents. And one of the best ways of communicating the importance of safety on a construction job is through toolbox talks. You don't have to be a professional speaker to give a good toolbox talk. But there are ways you can make your talks more effective. Let's take a look at them.



### THE AGENDA

Know your topic and plan your agenda a few days before the meeting so you're well prepared. (Be able to present the talk without reading it and lead a discussion afterward.) Wherever possible, use actual equipment to illustrate your points. Coordinate handout literature or other material you intend to use at the meeting.

Limit the length of your presentation. Given your operation, you would be the best judge of how much time to set aside. Generally speaking, a half-hour is adequate. Allow for questions and answers afterwards—about 15 minutes.

Use visual examples. There's something to be said for seeing is believing. If you're talking about ladders, have one handy so that you can point out such things as loose rungs or split side rails. If you plan to talk about the danger of using patched up hand tools, show a few samples. Consider a chisel with a mushroomed head or a hammer with a taped handle.

Do a wrap-up. Reinforce the important points brought out during the meeting. Thank your staff for their interest and enthusiasm.

### THE FORMAT

Start the meeting out on a positive note. After welcoming your staff, promote teamwork and how toolbox meetings not only provide valuable information but also give everyone the opportunity to get together and exchange ideas. Be sure to compliment a job well done. Morale plays a bigger part than people think in affecting safety, productivity and job satisfaction.



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Keep it informal. Even though you may be using this resource as well as others, use your own words in making the actual presentation. For effective and rewarding results, do what's comfortable for you.

Invite people to participate. The purpose of any toolbox talk is to get people to think about safety problems. Make the talk a hands-on session. Have your people name hazards and what to do about them. Encourage them to offer suggestions to improve safety. When asking questions, use open-ended questions instead of questions that require only a yes or no answer.

### THE TOPIC

Choose timely topics. Gear your talks to safety problems you are encountering at the moment or that you anticipate in upcoming jobs.

- Review recent injuries— What happened? Why did it happen? What should have been done?
- Review recent safety violations— What was the violation? What hazard did it create? What injury could have occurred?
- Review upcoming work schedule— What hazards are you concerned about? What safety equipment should be used? What procedures should be followed?

### THE PLACE AND TIME

Hold the meeting in your work area first thing in the morning or immediately after lunch when the workday will least be interrupted and the work area relatively quiet.

Hold a toolbox meeting once a week to reinforce your company's philosophy that job safety is important.

Toolbox talks will help you in the daily operations of your business. Keep them handy. Like any tool, they can't help unless you use them.



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## SIGN-IN SHEET

Date:	Company Name:	
Project Number/Name:	Meeting Location:	Person Conducting Meeting:

### ITEMS DISCUSSED:

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### PROBLEM AREAS OR CONCERNS:

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### ATTENDEES:


### COMMENTS:







