

“Toolbox talks” are a straightforward means to supplement the safety and training efforts of the organization. If conducted with clear and concise communication and the ability for employees to ask questions, toolbox talks can help increase the organization’s safety culture and overall safety messaging on the jobsite. For best delivery of an effective toolbox talk the presenter must be prepared.



When preparing for and delivering a safety meeting/toolbox talk ensure:

1. It's held in an area that's safe and free of distractions.
2. Tools or equipment are available during specific topics of discussion.
3. The attendees have the opportunity to ask questions.
4. The presenter is prepared and speaks loudly for attendees to hear.
5. The talk is documented with topic(s) of discussion, including safety regulations, and signed by all attendees.

The following is a list of commercially available safety meeting/toolbox talk links. Presenters can use these links to find materials and prepare for future talks. As with any resource, use the material with care, ensuring the content is appropriate for your organization.

Links:

Construction Center of Excellence:

<https://www.constructioncenterofexcellence.com/construction-safety>

Harvard Environmental Health & Safety:

<https://www.ehs.harvard.edu/programs/toolbox-talks>

OSHA Training Org:

<https://www.oshatraining.com/Toolbox-Talks.php>

Safety Talk Ideas:

<https://www.safetysideideas.com/safety-talks/>

Safety Toolbox Topics:

<http://safetytoolboxtopics.com/Toolbox-Talks/>

Toolbox Talks Complete:

<https://lni.wa.gov/safety-health/safety-training-materials/toolboxtalksdocs/ToolBoxTalksComplete.pdf>

The Center for Construction Research and Training:

<https://www.cpwr.com/research/research-to-practice-r2p/r2p-library/toolbox-talks/>