



GBCA SAFETY TOOLBOX TALK

HOW TO GIVE EFFECTIVE TOOLBOX TALKS

Taking the time to hold safety huddles and give toolbox talks is important to building a strong safety culture. Whether led by a foreman, supervisor, or safety professionals, the most effective safety trainings, where the information is remembered and put into practice, are when the crew participates.

Here are some tips for giving an effective toolbox talk.

Prepare:

- Take about 15 minutes to become familiar with the Toolbox Talk content.
- Come up with examples from your job site.
- Prepare your sign-in sheet to record who attends the toolbox talk.

Engage Your Team:

- Ask the crew questions. Avoid only lecturing. Call on volunteers to answer questions.
- Ask if crew members have personal experience with the hazard being covered, or if they see it on the job site.
- Give crew members a chance to ask questions.

Stay Focused:

- Give more crew members a chance to talk. Try to avoid having one crew member dominate – this isn't time to regale everyone with stories.
- Stick to the topic. If issues come up that are not related to the toolbox talk, make a note of them and address them at a later toolbox talk, or at a different huddle.
- Be a humble expert. If you don't know an answer to a question, don't guess. Write down the question so that you can answer it later.

Use GBCA's Toolbox Talks Toolkit

- Access GBCA's Toolbox Talks on your mobile device via QR code.
- Workers can also reference toolbox talks on their own devices if they need reminders about safety hazards. Toolbox Talks can be given any time, any place!
- Use the GBCA Toolbox Talk Sign-In Sheet to keep your records.
 - The Sign-In Sheet is the second page of this document, can be found in the Toolbox Talks Toolkit, and is included with each GBCA Toolbox Talk post.
- The GBCA Sign-In Sheet is a fillable pdf:
 - Record who attended digitally from your mobile device.
 - Use the "Edit" function (available in programs such as Adobe Reader) to draw in signatures.
 - The Presenter should sign each completed Sign-In Sheet to verify the list of attendees.

For more information on how to conduct a Safety Toolbox Talk, contact us at safety@gbca.com.



GBCA SAFETY TOOLBOX TALK ■ SIGN-IN SHEET

TOOLBOX TALK TOPIC:

EMPLOYER: _____ **PROJECT:** _____

PRESENTER: _____ **DATE:** _____

NAME (PRINTED)	SIGNATURE	COMPANY (IF APPLICABLE)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____

NOTES AND QUESTIONS:

<p>PRESENTER SIGNATURE (TO VERIFY ABOVE INFO):</p>
