



## How to conduct an effective tool-box talk

### Carrying out the training

Like all training, delivering the information effectively takes preparation and a desire to involve the workers in health and safety at the workplace. Employers may train workers to lead the training or have supervisors provide the training. Studies have shown peer-to-peer training is effective, participatory and well-retained.

### Preparing to teach the training sessions:

1. Spend about 15 minutes to become familiar with the Toolbox Talk.
2. Print a copy of a relevant Toolbox Talk and think about how the topic relates to your specific worksite.

### Advice for trainers

Safety meetings work best if the whole crew actively participates. This makes it more interesting and more likely that people will remember the information you've given them.

### Here are some ways to encourage everyone to get involved:

- Ask questions instead of simply giving them the information. After you ask a question, wait a short time to let people think. Then, call on volunteers to answer.
- Ask about personal experiences. This can help the group see how the topic is relevant to them. You could ask: Has anyone here had personal experience in dealing with this hazard? What happened?
- Make sure everyone has a chance to talk. If a crew member is talking too much, invite someone else to speak.
- Don't fake it. If you don't know the answer to a question, don't guess. Write the question down and promise to get back to them.
- Stick to the topic. If the crew's questions and comments move too far from the topic, tell them that their concerns can be addressed later, either privately or in a future safety meeting.

