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A toolbox talk template is a tool used by a team or group of workers during safety talks before commencing work. It can be used as a training guide and covers toolbox meeting topics. Conducting regular toolbox talk meetings reduces workplace incidents and increases workers' safety awareness. Download Free Template A toolbox talk template is used to document daily safety discussions prior to the work shift. Use this toolbox talk form to document a summary of the toolbox topic discussed and gather electronic signatures from workers present in the meeting. Maximize the use of this checklist by following the points below. Conduct a toolbox talk discussion and indicate the topic. Provide a summary by recording safety issues or suggestions made by crew members. Take photos of the meeting if necessary. Gather electronic signatures of employee's attending the meeting for attendance purposes. Add remarks or overall recommendation. Sign-off with digital signature from supervisor/manager. This article briefly discusses the following:

How to Create a Toolbox Talk Even though toolbox talks are short and simple meetings to perform, there are certain points that the manager or safety officer must consider to ensure a more effective toolbox talk for the workers. Here are the seven steps on how to create and write a good toolbox talk: **#1** Determine a topic of focus Choosing a topic for toolbox talks should be based on the type of work that employees are performing every day, of course. This highlights the relevance of the job and all the related matters that should be reminded to them every now and then. Also, create a list of these toolbox topics and organize them in a calendar so that workers can follow through with the next meetings. In addition, select topics that would help refresh their knowledge of safety and quality. **#2** Conduct research How do you know if the content that you are using is up to date and reliable? Simply get your resources to the most reliable associations and government bodies that release relevant and timely updates about safety like OSHA toolbox topics, HSE website, and more health and safety sources. Gather the most important chunks during your research and associate them with the current work that your organization has. Remember not to provide too much information that would cause information overload. Things like importance and best practices are already enough for these toolbox meetings. In addition, performing a survey to workers can also provide more insights into what they want to learn during these short meetings. **#3** Use online tools to prepare and discuss the toolbox topics Paper-based toolbox talks can be time-consuming and cumbersome. Using digital tools and applications can help ease the preparation and actual demonstration of the toolbox topics. Doing so may also help standardize how toolbox talks are formatted. During the discussion, the toolbox talks can be sent individually so that all workers have their own copy as a guide, meaning it can be distributed to all affected and involved individuals. Remember to keep the toolbox talks short but meaty. **#4** Evaluate learnings and get feedback Assessing the workers' learnings can be in the form of questions or simple teach-back after the meeting. With this, leaders can gauge how deep do the workers understand the toolbox topics. Conduct a post-meeting survey to learn what the employees say about toolbox meetings. And then, from all of these insights leaders can now further improve how they can make the content simpler, clearer, and easier to digest. **#5** Keep the records of all toolbox meetings All toolbox talk meetings must be kept in a safe place as these records serve as proof for complying with legal requirements that regulate the maintenance of health and safety training, information, and initiatives. These can be potential documents that can be used for accreditations. iAuditor as a Toolbox Talk App iAuditor by SafetyCulture is a digital operations management platform that helps teams streamline and automate their toolbox talks with documentation using smartphones or tablets. Take advantage of iAuditor by utilizing the following features below: Look up reference information Use iAuditor as a visual aid or training guide by adding relevant information while inspecting. You can look up references in plain text, image, or external link format. Easily document toolbox meetings Record the takeaways, concerns, corrective actions, and recommendations from your toolbox talk meeting using iAuditor. Records are automatically saved in the cloud. Enable active discussions with Heads Up Get instant feedback on each toolbox talk by allowing workers to comment and ask questions via Heads Up. You can even require acknowledgement of important toolbox topics to ensure that everyone is up to speed. Take or attach photos Take pictures, annotate, and attach them to your template for a more comprehensive report. Capture digital signatures Sign off your toolbox talk documentation by capturing digital signatures. These include time and date stamps to provide accountability and confirmation on the information recorded. To help you get started, we have compiled 15 of the best toolbox talk templates with OSHA toolbox topics that you can download and customize for free. The face is a toolbox talk which must be covered. Somewhat incredibly, even though the face houses some of our most important and valuable assets, it often gets overlooked while the hands, feet and eyes get all of the attention. While eye protection can sometimes seem sufficient for activities which send sparks or other projectiles towards the face, it is important to bring attention to the fact that the entire face often needs protecting for a number of activities. This toolbox talk topic should cover both the employees responsibilities when it comes to face protection - as well as the employers responsibility in regards to PPE (personal protective equipment) and the minimum requirements for face protection. Toolbox talk **#2** - Protection from falling objects - Hard hats are the common defense when it comes to protection from falling objects, and are also one of the most common and iconic symbols of construction workers. But hard hats are not impenetrable, nor do they suffice when it comes to properly protecting people and teams against injuries and incidents caused by falling objects. All people have an innate worry or curiosity that something may fall on their head - and it happens all-too often on construction sites. This topic should cover the types of protection which need to be employed on construction sites including guardrails, toeboards and canopies. It's always an interesting topic given that we can all relate to it very closely - and it's an important one too. Toolbox talk **#3** - Repetitive injuries and ergonomics - Many of the dangers present on construction sites are obvious and blatant, while others sneak up on people. These dangers are some of the worst - including simple ergonomic issues and repetitive use issues. On construction sites all over the world, men and women are put out of work, work in pain or disabled by musculoskeletal disorders which stem from repetitive issues and ergonomic issues. While some of these issues are a byproduct of the type of work being performed, many of them can be mitigated and reduced through information and environmental architecture. This toolbox talk topic should cover how the repetitive tasks being performed can affect someone; what constant exposure to these activities can do to different parts of the body; and how to make the job fit the employee (and not the other way round) through smarter equipment choices, breaks, and work stations. Focusing on how bad some of the lifelong issues are can make people alert to the 'reality' of their every day, as it's often an incremental issue which slowly fatigues and debilitates workers over time. Toolbox talk **#4** - Slip, trips and falls - One of the most frequent incidents which occur on construction sites are slips, trips and falls. While less avoidable than some other safety issues (we are human after all), there are some concrete steps and processes which can be employed to reduce the risk of these frequent and potentially impactful injuries. For this talk topic, it's worth noting that these 'minor' slips, trips and falls are the number one cause of injury on most construction sites and cause serious injury and death. Point out the obvious 'steps' people can make to avoid this issue while also pointing to some more novel ideas as well. Toolbox talk **#5** - Lightning safety - Lightning safety is a favourite toolbox talk topic, and one which catches the attention and imagination of most workers. With this toolbox talk, you can entice the interest of listeners with some of the remarkable information and science behind lightning (google lightning facts) and some safety tips which are less commonly known than you would think: Avoid metal items like ladders, which also make you a tall and enticing conductor. Don't wait for the rain. All thunderstorms - whether accompanied by rain or not - are dangerous

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