

## Tool Box Talks

- Tool Box Talks are form of trainings to communicate and fulfil safety requirements.
- It is a way for information provision to workmen to have their say about hazards/controls, incidents/accidents, work processes and company procedures.
- Tool Box Talk includes various topics related to workplace Environment, Health, Fire and safety.
- It helps to create and encourage safe and healthy work environment.

### What does mean a “Tool Box Talk”?

- Tool Box Talk is a short safety meeting which addresses particular safety issues related to job and workplace.
- However, it is beneficial in post-accident communications, before work execution and safe work practices enforcement.
- It is useful to communicate workplace Hazard, Risk and implementation of control measures.

### Who can conduct a “Tool Box Talk”?

- Anyone can conduct Tool Box Talk. It is recommended that a person who has expertise in the given topic should give Tool Box Talk.

### What should be duration of Tool Box Talk?

- It should be short and to the point which is equally important.
- Ideally it is of 15 minutes.
- It depends on the work to perform.
- We can give it on daily, weekly, fortnightly and/or monthly basis as per requirement.

### Location and time for Tool Box Talk?

- Tool Box Talk can be arranged at a comfortable location.
- It can be conducted at the beginning of shift, before starting any work.
- It can be incorporated during project safety meetings, operational safety meetings, etc.

### Why we shall run tool box talk?

- For information of changes to company procedures.
- To identify new hazards and review existing hazards.
- To develop and review hazard controls.
- For discussion and review accident and incident data.
- To increase Employee participation.
- For Communication purpose.
- To discuss programmes.
- To Develop/review work processes.
- Short training sessions.

## Do “Tool Box Talks” replace safety trainings requirements?

- It does not replace safety training as it is a short safety meeting which addresses to particular safety issues related to work in a time bound manner.

## Is it necessary to use predefined “Tool Box Talks”?

- No. Predefined Tool Box Talks are for assistance. We should conduct on any safety issue related to work environment.

## What are the Hindrance to Tool Box Talk?

- Lack of time : all are too busy to spare a time to conduct tool box talk
- Attitude towards safety: Workmen take tool box talk as take it granted and think it is waste of time.
- Culture: Poor safety culture.
- Responsibility: Absence of leadership and unavailability of proper defined procedures.
- Shift patterns: difficult to execute where there are operations running in shifts (First, Second, Night and General shifts).
- Lack of Resources: not having enough resources to deliver Tool Box Talk regularly.
- High Staff change: it is very difficult to deliver same to tool box talk over and over as old workmen left and replaced by new workmen.

## Record or attendance of Tool Box Talk:

- Tool Box Talk Attendance Form/Sheet is must to take after each and every tool box talk meeting.
- Below is the sample tool box talk attendance sheet or tool box talk attendance sheet you can use for record keeping.
- Please refer below Tool Box Talk Attendance sheet/Form for record keeping.



## Tool Box Talk Attendance Form

<b>Topic:</b>		
<b>Date:</b>	<b>Start Time:</b>	<b>End Time:</b>
<b>Project/Site Name:</b>	<b>Duration:</b>	
<b>Location:</b>		
<b>Department:</b>		

**Suggestions/Recommendations for Improvement:**

### Attendee Sign-In Sheet:

Sr. No.	Full Name	Company Name / Contractor Name / Visitor Name	Employee ID	Designation	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
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16					
17					
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20					

\*Attach extra attendee sign-in sheet if required.

<b>Conducted By:</b>
<b>Full Name:</b>
<b>Employee ID:</b>
<b>Department And Designation:</b>
<b>Signature with date:</b>

**Document Distribution:** Original to Safety Department  
Copy to Department itself.