TOOLBOX TALK

DISCUSS WITH CREWS	mm/dd/yyyy

TOOLBOX TALK TIPS

Topic Overview

This topic is for supervisors who are always "on the spot" for crew talks and other presentations. Here are a few useful tips to make your presentation more memorable…. and put you more at ease!

Toolbox Meeting Tips

- Begin with the **UNEXPECTED**: A funny story, a quotation, an interesting statistic.

- Be **ENTHUSIASTIC** about your subject. Remember to let your crews know "what's in it for them".

- Use (appropriate) **HUMOUR** in every presentation, or stories with relevant examples, to illustrate your points.

- Use **DRAMATIC** techniques such as pauses, looking at the group and walking to different parts of the room to vary the dramatic energy.

- **ENGAGE** the participation of employees by asking questions and soliciting examples from their experience. Ask for their recommendations, where appropriate.

- When distributing hand-outs, **WAIT** until you have everyone's attention before speaking.

- Establish and maintain **EYE CONTACT** with your audience. Remember to give each and every participant, or part of the room, your attention.

- **ELIMINATE** distracting items, on your person, in your pockets, in your hands (e.g., avoid holding pens, jingling coins, etc.).

- Use **EFFECTIVE BODY LANGUAGE**:

    - Anchor yourself solidly on your feet.

    - Take up space with your body.

    - Allow arms to relax by your sides; avoid "closed" postures with upper arms glued to sides of body, or crossed arms.

    - Tilt head when listening to responses; keep your head straight to indicate authority.

    - Move purposefully towards the audience to show interest in their responses.

    - Make sure there is congruence between what you are saying with your words and with your body.

TOOLBOX TALK

LOCATION		DATE	
PRESENTED BY		TIME	

Review previous Workplace Inspections

Review previous Accident/Incident/Near Misses

Other Safety Issues or Suggestions made by Staff

Attendance Record

NAME	SIGNATURE	NAME	SIGNATURE

TOOLBOX MEETING REVIEWED	NAME (PRINT)	SIGNATURE	DATE
MANAGEMENT REP			
WORKER REP			