

## Toolbox Talks

- ◆ Supervisors — take five minutes before starting a job to review safe work practices.
- ◆ Gather the crew around to discuss the work, tools, and materials necessary to do the job.
- ◆ Identify and discuss specific job site hazards.
- ◆ Emphasize the safety rules and guidelines workers are expected to follow.
- ◆ Require each employee to sign training logs associated with specific topics.
- ◆ Promote safe work practices by communicating, communicating and communicating!



### Need more time than a toolbox talk? Then try a safety meeting!

- ◆ Restrict the meeting to no more than three main ideas.
- ◆ Select a comfortable location.
- ◆ Plan the meeting, review any visual aids prior to use, and have a written agenda to help you keep the meeting on track.
- ◆ The Accident Fund has a Video Lending Library; call 517-367-1597 to reserve your video.
- ◆ Keep meetings on track and limit to 30 minutes.
- ◆ Examples of topics that may be covered at this meeting include new governmental regulations, loss trends, safe practices (keep it simple).
- ◆ Recordkeeping involves maintaining a sign-in sheet for attendees, an outline of the materials covered, and examples of any handout materials used.