



Take 2 For Safety



TOOLBOXTalks are an easy way for Supervisors to provide the additional training necessary to keep safety front and center in their workers' minds. These short pre-written safety messages are designed to heighten employee awareness of workplace hazards and OSHA regulations.

Here are a few tips to keep in mind when conducting a TOOLBOXTalk for your workers:

- 1.** Read the Toolbox Talk to yourself a couple of times before you hold the actual meeting with workers. That way you will be more familiar with the content to be covered.
- 2.** Hold the Toolbox Talk in an area that is free of noise and other distractions. If the workers cannot hear you talking, or become distracted by other workers in the area, they won't be focusing on your message.

3. Speak clearly and directly. Mumbling or reading too fast makes it difficult for the workers to understand you.
4. If you are giving a Toolbox Talk on setting up a portable step ladder, have one set up nearby so you can point out things as you read the toolbox talk.
5. Always give workers an opportunity to ask questions at the end of the Toolbox Talk and be prepared to answer their questions.



6. Always document your Toolbox Talk . Even if certain OSHA standards do not require documentation of safety training, it can't hurt to have the information about the topic, the trainer, the date, and names of the workers on file.
7. Finally, be the example. Nothing makes supervisors lose credibility faster than having a worker see them committing safety violations. Always set a good example.

For more CAMComp Toolbox Talks and safety tips, go to our **SAFETY CENTER**

To schedule time with **Tracy Nelson** our Loss Control Consultant,
- email her at tracy@camcomp.net or
- call her: 734-818-6937



586-790-7810
www.camcomp.net