

TOOL BOX TALK

HOW TO USE THE ASA TOOLBOX TALK TEMPLATES

ASA provides health and safety information, guidance and training resources to help members protect their employees. Toolbox Talks help address workplace hazards and safeguard personnel. Whether working on the docks, in the office or anywhere in-between, workers thrive in a culture that embraces and promotes safety. Use this template to create your own Toolbox Talks to train employees and create an environment where safety is always top of mind. Discuss safety as frequently as possible. By continually educating your employees, you can prevent costly incidents and ensure the well-being of your employees. **If you increase frequency of safety talks, you can decrease frequency of injury!**

Use these tips to ensure your presentation is effective:

1. Customize these templates to the culture of your workplace. They have been written as generalized templates to allow flexibility in presentation and usage.
2. Infuse these templates with additional details specific to machinery and/or specific situations to your facility.
3. Begin your presentation by getting the employees' attention and illustrate why this is important to them. Describe an accident involving the featured topic, if available.
4. Whenever possible, add a "show and tell" component to your presentation. For instance, when presenting on ladder safety, bring a ladder to your meeting to show and demonstrate proper usage.
5. Solicit feedback at the close of your presentation. Listen to your employees and find out if further training is needed. Encourage your employees to disclose potential hazards they have identified within their work area.
6. Share these templates with your supervisory staff as well as make them available as handouts for your staff meetings.
7. Keep records of presentations completed and attendees. All employees should have education records as a part of their personnel file.

This Toolbox Talk provides general guidelines for voluntary use by employers and is not intended to provide all necessary safety information and precautions for specific workplace operations and situations. The American Supply Association assumes no responsibility or liability for the use of the information provided.

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