

Safety Talk Tips:

A safety talk is a hands-on way to remind workers that health and safety is important. They provide specific information on hazards on a particular topic. More commonly known as toolbox talks on construction sites, these short refresher talks are an important way to spread health and safety information on site on a regular basis. It is important to have open and meaningful communication between the participants.

As a supervisor, member of the OHS Committee, WHS Representative/Designate, or a safety advisor, you give safety talks because you have a responsibility to advise workers about the existing or potential dangers to their health and safety.

Safety talks:

- Help workers recognize and control hazards in the workplace.
- Help us meet legal requirements of providing information, instruction and training to employees.
- Demonstrate a commitment to health and safety by serving as a reminder about the importance of health and safety at work. It gets people's minds focused on the hazards and risks they are about to face.
- Promote safe working practices through awareness of the health and safety hazards and risks surrounding workers.
- Fight complacency by keeping safety on the mind, and team members can help each other stay safe.
- Help us to stay current with changes in regulations or the introduction of a new tool or substance. A quick safety talk can be used to discuss how the changes will affect workers, and what new procedures are in place.

- Solidify and sustain lessons from training by providing knowledge or perception of a situation or fact. Safety talks can cover high-risk issues, but they are also a great opportunity to raise awareness of some of the lower risk health and safety subjects.
- Increase employee engagement by becoming a part of the routine that will help the team develop a positive health and safety attitude and improve the overall health and safety culture.
- Trigger conversation and create an opportunity to provide feedback, ask questions and get clarification or recommendations

What makes a safety talk work?

- Choosing relevant topics suited to your site and work conditions.
- Deliver the talk where it will be most appropriate.
- Introduce the topic clearly and its importance.
- Wherever possible use your own words.
- Connect key points to things your crew is familiar with on the project.
- Use information from the safety talk to explain how to control or prevent specific hazards
- Use real tools, equipment, material, and jobsite situations to demonstrate key points.
- Ask for questions and answer them to the best of your knowledge. Get more information when necessary.
- Ask workers to demonstrate what they have learned.
- Keep a record of each talk that you deliver. Include the date, topic, and names of attendees. The NLCSA has a sample Toolbox Talk Form that can be used to keep a record of each session.