



## Tool Box Talks 101

**Hold regular discussions about workplace safety.**

### What Are Tool Box Talks?

Tool Box Talks are discussions that cover specific safety topics. They are designed to provide basic safety information and heighten safety awareness. More detailed training should be done at orientation or on the job.

### How Do I Determine Which Tool Box Talk to Present?

Relating the talk to specific, work-site activities helps make an impact and keeps employees aware. They can also be presented to correspond with a recent accident or near miss.

### How Do I Present a Tool Box Talk?

1. Provide the topic and summarize it to the group.
2. Review the safety tips.
3. Discuss how the topic is important to the health and safety of all employees.
4. Note any concerns or recommendations for improvements.
5. Record attendance and the date presented.

**How Often?** This depends on site conditions and safety concerns, but presenting a Tool Box Talk to all employees weekly is recommended. For a larger group, it may be necessary to give the same talk multiple times to ensure all employees have heard it.

**When?** Establish a routine day and time and make it a habit.

**How Long?** Keep the Tool Box Talk short and succinct. It should last five to 15 minutes.

**Tool Box Talks are designed to provide basic safety information and heighten safety awareness.**

*These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.*

**For more information:**



[www.mem-ins.com](http://www.mem-ins.com)



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