



Toolbox Talk Template

What is a "Toolbox Talk"?

A Toolbox Talk is an informal group discussion that focuses on a particular safety issue.

Who can conduct a "Toolbox Talk"?

Anyone can conduct a Toolbox Talk. It might be a good idea to share the responsibility among your crew.

How long and often should these be conducted?

This really depends on what works for your workplace. A good guideline would be for a maximum of a 15 minute talk on a monthly basis.

Where and when should these discussions take place?

The meeting should be held in a comfortable location at the beginning of a shift, after lunch/break, or built into another operational meeting like your pre-work planning.

Do "Toolbox Talks" satisfy required safety training?

No. Toolbox Talks are a brief discussion each month of relevant safety issues but they do not replace formal safety training.

Do "Toolbox Talks" need to be documented?

No. Some employers might want to track specific messaging, so a draft sign-in sheet is attached.

Other applications for Toolbox Talks

Toolbox Talks can be used for post incident communications, reinforcement of safe work practices, pre-work planning and talking points for hands-on training.

Insert your
Company logo

DATE _____ LOCATION _____ SUPERVISOR _____



You are in GOOD HANDS!

- Your Firstaider is qualified to treat you
- Quicker treatment results in faster recovery time



You need to know:

- where First Aid supplies are kept
- who the Firstaiders at your worksite are, and
- emergency numbers and location of nearest hospital.

Onsite FIRST AID: You are in GOOD HANDS!

Prevention of injuries is always our top priority, but when they do happen at work, getting timely, quality onsite first aid is our top priority!

Your Firstaider is here to help!

- Your Firstaider is trained to provide emergency first aid treatment for most worksite injuries
- The faster an injured worker receives the most appropriate first aid results in a faster recovery and a better experience
- Getting timely onsite first aid ensures the least disruption for the worker, co-workers, family and the work place
- Getting assessed and treated on site helps with early medical intervention.

What types of injuries can a Firstaider treat?

- Burns
- Lacerations
- Eye Flushes
- Abrasions
- Splinters
- Incisions
- Punctures
- Ulcerations
- Sprains
- Strains

Tips to a speedy recovery:

- If injured, report it and seek first aid immediately
- Follow the instructions from the Firstaider
- Go back for a check-up before returning to work

Remember...YOU are in GOOD HANDS!

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Note: Sign-in sheet optional and based on company's own requirements

NAME	SIGNATURE
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