



## What are Toolbox Talks and how often should they be scheduled?



Toolbox Talks are important safety meetings because workers need to be trained to recognize and avoid unsafe working conditions. Toolbox Talks should be scheduled as needed, depending on the level of risks faced on the job, and levels of experience of the workers. Management should assess how often Toolbox Talks should be held in your company. Using common sense is only part of the solution in preventing injuries or accidents.

A **Toolbox Talk** is a casual team safety meeting that can be held anytime, anywhere, with any team or crew to discuss a specific safety hazard and safe work practices. They are typically led by the crew foreman or supervisor, but anyone from the crew can lead, including the company owner. Although the idea behind toolbox talks started with the construction trade, ALL companies should be having Toolbox Talks (even if they're called something else, like Safety Time-Outs, Safety Meetings or Safety Moments).



### Selecting Safety and Health Topics:

Think of timely and relevant topics when selecting a meeting topic. You wouldn't want to present "Dressing for Winter Work" at the start of summer. "Heat-Related Illness" is more appropriate then. Failure to select an appropriate topic to present will result in uninterested workers, a waste of everyone's time and a loss of credibility on the part of your company's management.

## Finding More Topics

- Additional Toolbox Talk (safety meeting) ideas can be found on [L&I's Toolbox Talks webpage](#). Many Toolbox Talks will have links to associated Labor & Industries (L&I) or Washington Administrative Code (WAC) web resources.
- If you are looking for more ideas, the **ToolboxTalks app** is a resource created by the Washington Construction Center of Excellence (COE) that provides safety instruction in English and Spanish. These are quick discussions on specific topics created between 2016 and 2020. Over 100 Talks are available Online at Construction Safety—Construction Center of Excellence or via the downloadable **FREE** app from the **Apple App store** and **Google Play**.



Remember, a safe and healthy workplace not only protects workers from injury and illness, it can also lower injury/illness costs, reduce absenteeism and turnover, and raise employee morale.



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