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## How to conduct an effective toolbox talk

### Carrying out the training

Like all training, delivering the information effectively takes preparation and a desire to involve the workers in health and safety at the workplace. Employers may train workers to lead the training or have supervisors provide the training. Studies have shown peer-to-peer training is effective, participatory, and well-retained.

### Preparing to teach the training sessions:

1. Spend about 15 minutes to become familiar with the Toolbox Talk.
2. Print a copy of a relevant Toolbox Talk and think about how the topic relates to your specific worksite.

### Advice for trainers

Safety meetings work best if the whole crew actively participates. This makes it more interesting and more likely that people will remember the information you have given them.

### Here are some ways to encourage everyone to get involved:

- Ask questions instead of simply giving them the information. After you ask a question, wait a short time to let people think. Then, call on volunteers to answer.
- Ask about personal experiences. This can help the group see how the topic is relevant to them. You could ask: Has anyone here had personal experience in dealing with this hazard? What happened?
- Make sure everyone has a chance to talk. If a crew member is talking too much, invite someone else to speak.
- Do not fake it. If you do not know the answer to a question, do not guess. Write the question down and promise to get back to them.
- Stick to the topic. If the crew's questions and comments move too far from the topic, tell them that their concerns can be addressed later, either privately or in a future safety meeting.