BLUERISK LKD

Toolbox Talk Pack

Six example talks and a blank sheet to build your own, each with an attendance register.

Talk about the job at hand. The best toolbox talk covers the work your team is doing today: the welding, the lifting, the excavation, the shutdown task. The six talks in this pack are examples. They show you the format and give you ideas for what to cover. Use them as a starting point, then change the points to suit your job and your site. For your own topic, use the blank sheet at the back.

How to run a toolbox talk

- **Keep it short.** Five to ten minutes at the start of the shift is enough.
- **Choose the topic from today's work.** Ask: what are the hazards of the job we are about to do, and what controls do we need?
- **Read the key points out loud,** then ask the team the questions. Let people answer in their own words.
- **Use a language your team understands.** Explain in plain words, and give real examples from your site.
- **Fill in the register.** Everyone who attends signs. The presenter signs as well.
- **File the signed sheet** in your Safety File or site records, with the date.

The example talks in this pack

- Talk 1: Working at heights
- Talk 2: Manual handling and lifting
- Talk 3: Housekeeping, slips and trips
- Talk 4: Personal protective equipment (PPE)
- Talk 5: Fire and hot work
- Talk 6: Electrical safety
- Blank talk sheet for your own topics

Tips for a good talk

- Stand where everyone can see and hear you, away from noise and machines.
- Ask for feedback: workers often know about hazards before management does.
- Follow up. If someone raises a hazard, fix it and tell them what you did.

Please note: These example talks are a general guide, not legal advice. Adapt them to your site, your risk assessments and your client's requirements. A toolbox talk supports safe work but does not replace training, supervision or the controls on your risk assessment.

TOOLBOX TALK 1

Working at heights

Example talk. Adapt the points to your job. Take 5 to 10 minutes.

Site / project: Date: Presented by:

Why it matters: falls from height are one of the most common causes of serious injury and death on site.

Key points to talk through

- Plan the job first: ask whether the work at height can be avoided or done from the ground.
- Only trained and authorised people work at height, using equipment that has been inspected.
- Check ladders, scaffolds and platforms before every use. Do not use damaged equipment.
- Wear and connect fall protection correctly where it is required, and never remove guardrails.
- Keep tools and materials secured so they cannot fall on people below.
- Stop work in bad weather such as strong wind, rain or lightning.

> **Ask the team**
> - What could go wrong with the work we are doing today?
> - Who is working below us?
> - What would we do if someone fell?

Attendance register

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TOOLBOX TALK 2

Manual handling and lifting

Example talk. Adapt the points to your job. Take 5 to 10 minutes.

Site / project: Date: Presented by:

Why it matters: back and muscle injuries are common, and they often build up slowly over time.

Key points to talk through

- Look at the load first. Is it too heavy, awkward or bulky? Get help or use a trolley or lifting aid.
- Check the route is clear before you lift or carry.
- Keep the load close to your body, with your back straight and knees bent.
- Do not twist while holding a load. Move your feet instead.
- Lift as a team when the load needs two or more people, and agree who gives the signals.
- Report any pain early. Do not wait for it to get worse.

Ask the team

- Which of our tasks today involves heavy lifting?
- What equipment could make it easier?
- How do we signal to each other when lifting together?

Attendance register

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TOOLBOX TALK 3

Housekeeping, slips and trips

Example talk. Adapt the points to your job. Take 5 to 10 minutes.

Site / project: Date: Presented by:

Why it matters: a tidy site prevents falls, fires and injuries, and it helps work run faster.

Key points to talk through

- Keep walkways, stairs, exits and emergency equipment clear at all times.
- Clean up spills straight away, or mark them and report them.
- Store materials and tools in their place. Do not leave them in walkways.
- Pick up and bin waste often. Keep cables and hoses off the floor or covered.
- Make sure lighting is good enough to see where you are walking.
- Report loose floor coverings, holes and damaged steps.

Ask the team

- Where on this site are slips and trips most likely?
- What can each of us fix right now?
- Who do we tell about a hazard we cannot fix?

Attendance register

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TOOLBOX TALK 4

Personal protective equipment (PPE)

Example talk. Adapt the points to your job. Take 5 to 10 minutes.

Site / project: Date: Presented by:

Why it matters: PPE is the last line of defence. It helps only if it is the right type, fits well and is in good condition.

Key points to talk through

- Wear the PPE the task and the site require, every time.
- Check your PPE before use. Replace anything cracked, worn, torn or damaged.
- Make sure it fits. Loose or wrong-sized PPE does not protect you properly.
- Keep it clean and store it safely. Do not modify it.
- Tell your supervisor if you need different or replacement PPE.
- Remember: PPE does not remove the hazard. Controls come first.

Ask the team

- What PPE does today's task need?
- Is anyone's PPE damaged or missing?
- What hazards could still hurt us even when we wear PPE?

Attendance register

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TOOLBOX TALK 5

Fire and hot work

Example talk. Adapt the points to your job. Take 5 to 10 minutes.

Site / project: Date: Presented by:

Why it matters: welding, cutting and grinding create sparks and heat that can start a fire very quickly.

Key points to talk through

- Hot work only with the permit and approvals the site requires.
- Clear or cover combustible materials near the work. Keep a fire extinguisher at hand.
- Make sure someone watches for fire during the work and for some time after it.
- Store gas cylinders upright, secured and away from heat. Check hoses and fittings.
- Know where the nearest extinguisher, alarm and assembly point are.
- If there is a fire: raise the alarm, and only fight it if it is small and you are trained.

Ask the team

- Where is the nearest extinguisher and assembly point?
- What could catch fire near our work today?
- Who is our fire watcher?

Attendance register

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TOOLBOX TALK 6

Electrical safety

Example talk. Adapt the points to your job. Take 5 to 10 minutes.

Site / project: Date: Presented by:

Why it matters: electric shock and burns can seriously injure or kill, and often happen when equipment is damaged or misused.

Key points to talk through

- Only authorised, competent people work on electrical equipment.
- Check leads, plugs and tools before use. Do not use damaged equipment, and tag it out.
- Keep cables off walkways and away from water, heat and sharp edges.
- Use isolation and lock-out where the work requires it. Never assume a circuit is dead: test it.
- Use equipment protected by the right safety devices.
- Report exposed wires, damaged sockets and anything that gives a shock, however small.

> **Ask the team**
> - What electrical equipment are we using today?
> - Has it been inspected?
> - What do we do if someone gets a shock?

Attendance register

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TOOLBOX TALK

Blank talk sheet

Use this for the job at hand, for example welding, lifting or excavation. Write your own key points.

Site / project: Date: Presented by:

Topic:

Key points

Questions raised and hazards reported

Attendance register

No.	Name	Signature
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