

Toolbox meeting checklist

Choose a safety topic

- Choose a topic relevant to the work the crew is doing.

Be prepared

- Inspect the jobsite for hazards related to your topic.
- Read over the material you plan to cover.
- Make sure you are familiar with any regulations, guidelines and company rules related to the day's topic.
- Review reports of recent accidents on the site, including "near misses."

Get the crew actively involved in the meeting

- Choose a real-life example (case study) to talk about.
- Invite the crew to ask questions and make suggestions related to the topic.
- Respond to questions that you can answer, and offer to find answers you don't know.
- Allow time at the end of the meeting for questions and suggestions on any safety issue.
- Ask the crew for feedback about the meeting.
- Involve the crew in preparing for and/or leading future safety meetings.

Follow up

- Look into complaints, concerns, and suggestions that the crew brought up.
- Report back to the crew to let them know what will be done.
- Keep good records of each toolbox meeting.

Show that you take safety seriously

It takes more than a good toolbox meeting to create a safe work environment.

- Encourage safe work practices.
- Set an excellent safety example for others.
- Invite crew members to come to you any time with safety problems and suggestions.