

### What?

- The talk should be a brief informal hands-on training session lasting at least 10 minutes and no more than 30 minutes
- Employees have a legal responsibility to attend toolbox talks when requested and fully participate in the event
- Topics for talks should be chosen which are relevant to the group of employees attending
- Each topic is designed to convey meaningful information in an easy-to-understand standard format
- Talks should be undertaken on a regular basis - as a minimum once a month
- Ideally our contractors should give similar talks to their employees

### Why?

It:-

- Raises awareness of relevant EHS issues
- Engages employees in discussion
- Improves overall EHS performance
- Encourages employees to understand Company policies and processes
- Considers the local procedures used to control risk
- Provides feedback on any issues and concerns
- Suggests way to improve existing practices

### Do



- Have you done this task before?
- Do you know what procedure to follow?
- Why do you do it that way?
- Where do you get the equipment from?
- Who do you contact for more information?
- What Personal Protective Equipment do you wear?
- What are the risks?
- How do you avoid the risks?

### Don't



- Digress too far from the topic
- Rush the presentation
- Guess at response to questions
- Pick irrelevant subjects for the talks
- Aim your talk at one person
- Forget to record attendance