

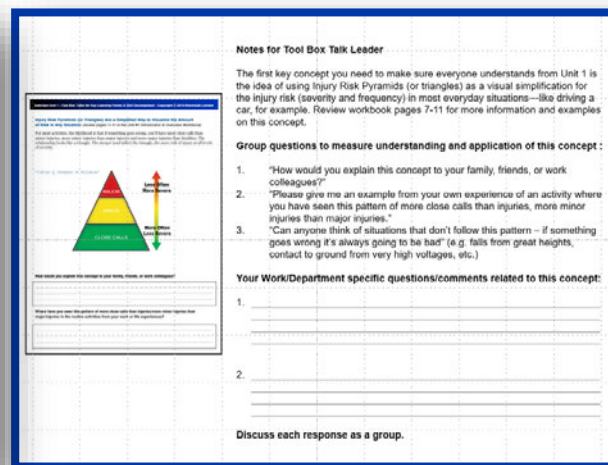
# SafeStart Unit ToolBox Talks

## Instructions for Talk Leaders - Preparation

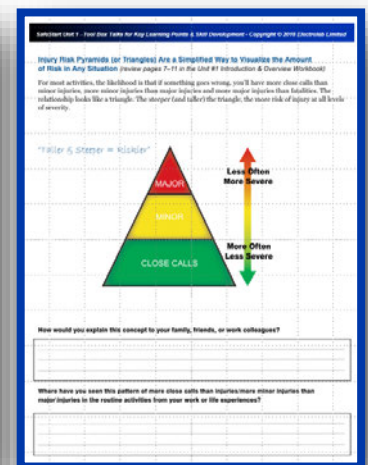
1. Only use these SafeStart ToolBox Talks after the SafeStart Core Training for each unit has been completed by almost all of the group you will be addressing.
2. It is important to use each toolbox talk in order because each toolbox talk builds on the concepts from previous talks.
3. Make sure you are confident that you understand and can explain how each concept is applied before delivering each talk. You may need to review the unit workbook pages related to the talk beforehand so the concepts are fresh in your mind.
4. Think about your own work/department to tailor specific questions, comments, or talking points related to each concept before you begin the toolbox talk.



Reference  
Workbook



Notes for ToolBox Talk Leader



ToolBox Participant  
Handout

# SafeStart Unit ToolBox Talks

## Instructions for Talk Leaders - Delivering

1. In advance of the training session, hand each participant a copy of the handout and give them time to read/review the content on the page.
2. Using your copy of the “Notes for ToolBox Talk Leader” deliver the toolbox talk following the content and questions in the order listed. Try to make sure that everyone is engaged by asking questions to specific individuals on a rotating basis.
3. Invite comments on question responses from other members of the group to get a discussion going. You shouldn't be doing most of the talking!
4. Make sure you cover your own work/department specific questions, comments, or talking points related to the concept so participants can connect the subject to their work.
5. Each talk should take about 5 – 10 min to complete.

