

Toolbox Talks

Section 44(3) of the Workplace Safety & Health Act requires each employer with 5 or more workers at a construction site to provide safety education or “toolbox talks” every 2 weeks for 30 minutes. The generally accepted practice is to conduct weekly toolbox talks for 15 minutes

Toolbox talks are short, daily discussions or presentations by qualified staff to the employees. Often participants gather around the project tool box, hence the name.

A toolbox talk is focused on one specific topic and addresses it in simple terms, and it is often related to safety issues.

A toolbox talk provides an opportunity for a supervisor to emphasize the importance of a particular issue or procedure, and for employees to ask questions or make serious comments or suggestions.

We can assist you in developing your job specific toolbox talks or present them to your company.

Safe Job Procedures and Safe Work Practices

Safe job procedures provide specific step-by-step information to employees and outline how to conduct a particular task or operate equipment in a safe manner. In addition to specific sections of the Workplace Safety & Health Regulation, Part 2.1 requires employers to:

- Develop and implement procedures for the work that is done at the workplace;
- Train workers in the procedures; and
- Ensure that workers comply with the developed procedures.

Safe work practices are ways of controlling hazards and doing jobs with a minimum of risk to people and property. Safe work practices are generalized statements of what you should or should not do in order to do a job or task safely. Safe work practices are a great topic for toolbox talks, as they serve as good reminders of the ‘right’ way to do things. Management must understand and fully endorse these safe work practices and ensure that:

- Safe work practices are in writing
- All employees understand the safe work practices that apply to them
- All equipment and management support to permit compliance are available
- Supervisors ensure that all safe work practices are followed

We can help create new safe job procedures and safe work practices or update your existing ones.