

TOOLBOX TALKS

General Health & Safety

Communicating

Effective communication is critical to every aspect of a successful job. Being able to work safely especially relies on effective communication between everyone involved in a work task or on a job. Effective communication includes having honest conversations. Part of having honest conversations is bringing up and discussing issues as they arise.

Examples of Scenarios When You Should Speak Up

There are an endless number of possible scenarios of when you should speak up and have an honest conversation to address an issue. Below are some general examples of when you need to stop and communicate an issue to get it resolved prior to continuing.

- When you see someone working unsafe.
- When you do not have the proper training or knowledge to do the task at hand.
- When you do not have the right tools or personnel to complete the task correctly.
- When a **safeguard is not implemented.**
- When a hazard is present that could injure you or others.

DISCUSSION

Questions from staff

Comments by staff

Suggestions from staff

TOOLBOX TALK ATTENDANCE REGISTER

Date		Facilitator Name:	
Site/Department:		Facilitator Signature:	
Topic:			

The information in this document had been explained to me and I understand the content

Emp Name	Emp No	Signature	Emp Name	Emp No	Signature

