



Tool Box Meeting Form

Tool-box Meeting Form Toolbox talks, otherwise known as informal safety meetings, are an effective tool for supervisors to use to provide valuable safety information to their employees. This gives the supervisor a chance to talk about an important safety topic at the beginning of the work shift. Each toolbox meeting should be recorded on the meeting minutes form with a list of all the attendees and the topic that was covered. This is a great way to make safety a part of the workday and topics could include:

- Short safety training sessions that are work-site specific
- Accident or incident information
- Workplace hazards and controls
- Safe practices *
- Explaining new safety initiatives

Recommended activity for teachers:

Students should be put into groups and have the students lead an interactive, toolbox meeting on a safety issue regarding the school. This should be a short, informal meeting, about one specific topic. Have the student fill out a toolbox meeting form when the meeting is completed.

Recommended activity for employers:

Have each supervisor lead an interactive toolbox meeting regarding one important safety issue in their department. Record the meeting on the toolbox meeting form and keep a record in the employee file. The toolbox meeting form is a great way to document short training sessions for future reference.

