



Date \_\_\_\_\_

## TOOL BOX TALK

### Introduction

- Your work is valuable to us: we would not be able to operate effectively without you.
- There is an urgent need for workplace safety: the ripple effect of injuries is devastating (family, co-workers, company).
- Here are some recent incidents and what we have learned from them.

### What can you do to be safe?

- Come to work with “an attitude” (a *safety* attitude).
- Be my eyes and ears on site: watch out for your co-workers, report incidents, be a part of solving unsafe work practices.

### What can I do to help?

- I take safety personally as a senior executive because (give reasons).
- I am committed to seeing you go home safely to your family at the end of the day.
- We have a shared goal: to reduce and eliminate injuries.
- You might see me only once or twice a year, but safety is part of the agenda all year. How can we make a year-long difference in safety?
- As a company, do we “walk the talk”? Where can we improve? Please share your ideas with me.
- What can I do as a senior executive to help you remain healthy and safe at work?

### Closing

- We need your input. If you have an unaddressed safety concern, let us know.
- Talk to your supervisor, your manager, or me.

### Follow-up Notes

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Date \_\_\_\_\_

## TOOL BOX TALK

### Attendance Sheet

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