

## *Developing A Toolbox Talk - Template*

### **What is the topic?**

Finish this sentence

“Attendees of the toolbox talk will be able to communicate / develop / demonstrate / perform / apply / recognize / (etc.) .... \_\_\_\_\_

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### **What do they need to know?**

List the info you want to discuss.

If it is a procedure, policy, assessment, etc. you wish to discuss, name it and attach the document.

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If it is new information or specific information you wish to discuss, list it here in detail.

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### **Is there anything they need to know first?**

After listing your discussion points, determine if there is anything that should be confirmed first.

For example:

- Before reviewing a procedure, ensure works are aware of all the tools used in the procedure.
- Before reviewing controlled products in the workplace, workers should have WHMIS training or be aware of the 3 main components of WHMIS and how to define them.

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**How will you communicate each point?**

Take the list you made, put it in the order you think works best and determine how it will be communicated.

Will it be a demonstration / read & discuss / question & answer / etc.

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**How will you summarize the talk?**

Before ending a talk, you want to ensure workers have understood and can apply what they've learned. How will you do this?

- Independent quiz
- Have worker(s) demonstrate
- Follow up review
- Verbal Q & A
- Etc.

Regardless of the method, document it. List the method(s) you intend to use and what information they should be walking away with. If you will use a Q & A, list the questions here. If it is a demonstration, list how you will determine a successful demonstration.

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