



Department of
Health and Safety

Tool Box Talks

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Prepared by: Department of Health & Safety	G-010



1.0 Purpose

To give Memorial University workers, supervisors, and Department Heads a means of communicating health, safety, and environmental initiatives as well as accident/incident “Lessons Learned” and expressing concerns, obtaining information, and resolving issues related to safety in the workplace.

2.0 Scope

This policy applies to all workers, faculty, staff, and students of Memorial University and anyone who wished to initiate the “purpose” of this policy.

3.0 Responsibility

Periodic meetings on safety related subjects will take place with the understanding that all employees, and students if warranted, connected with that department will attend. These meetings will be conducted with the authority and attendance of the Supervisor or Department Head.

4.0 Guidelines

Supervisors or Department Heads will ensure that workers attending these tool box meetings sign an attendance sheet (Appendix A) as proof of attendance.

When workers are unable to attend due to other commitments (sick leave, vacation, shift work, etc.), a copy of the tool box talk, along with details of any discussions or conclusions, will be presented to them or posted in a place accessible at all times.

A copy of the tool box talk will be sent to Department of Health & Safety and the original kept on file with the Supervisor.

The tool box talk meetings should be held at the same time, and, if possible, at the same place on a regular basis. An agenda for the tool box talk meeting should contain the following:

- Review of minutes of the previous meetings, including status on any concerns raised;
- Review of incidents reported since the last meeting, including status of corrective action recommended and/or taken;
- Comments and concerns of workers; and
- Presentation of the weekly/monthly safety topic.

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The meeting need only be 10-20 minutes long but must:

1. Start on time;
2. Stay strictly to safety topics;
3. Be conducted in an orderly manner following a prepared agenda;
4. Allow for worker contributions; and
5. Have minutes taken and communicated.

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Appendix A

Facilities Management Roster

Tool Box Talks are designed and used to instruct and inform Memorial University workers and students of additional safety information. All workers are required to sign this attendance sheet as proof of attendance.

Session Topic _____

Employee Name (Please Print)

Employee Name (Please Print)

Comments:

Appendix A

Tool Box Talks will encompass a variety of areas but not strictly be limited to the following:
Please indicate the subject or subjects covered.

- | | | |
|---|--|---|
| <input type="checkbox"/> Hazard Analysis | <input type="checkbox"/> Procedures | <input type="checkbox"/> Lessons Learned |
| <input type="checkbox"/> New Task | <input type="checkbox"/> Orientation | <input type="checkbox"/> Incident Reporting |
| <input type="checkbox"/> Emergency Response | <input type="checkbox"/> Training | <input type="checkbox"/> Defensive Driving |
| <input type="checkbox"/> Manual Handling | <input type="checkbox"/> Blood Borne Pathogens | |
| <input type="checkbox"/> Other _____ | | |

Suggestions Offered: _____

Action(s) to be Taken: _____

Incidents Reviewed: _____

Manager/Supervisor Signature: _____ **Date:** _____

Note: *Please submit a copy to the Department of Health & Safety and retain the original.*

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