

Safe Home

Think Safe: Toolbox Talks

Poor work planning and a failure to properly prepare leads to incidents and injuries. An open discussion before starting a job – the toolbox talk – helps make sure everyone involved knows what is going to happen and what they have to do. Here are some tips to make your toolbox talks effective.



General principles

- Incidents and accidents often occur when work is not properly planned.
- A toolbox talk is not time wasted – it's an important part of the job.
- A toolbox talk might only take a few minutes and it is time well spent.



Keep to the point

- Discuss the job – how it is going to be done and what is everyone's role.
- Think about the actual task at that specific time and location with the actual people who will be involved.
- Consider the impact of any other work being carried out on board or ashore.
- Use common sense – toolbox talks work best when they are relevant and concise.



It's a discussion, not a lecture

- Get everyone involved.
- Share experiences and encourage questions.
- The person in charge can lead but don't let it become a lecture.
- Talk about the risks and explain how they will be managed.
- Discuss the written procedures or risk assessments for the task in hand.
- Use loss prevention material e.g. posters and factsheets.

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Does Everyone Understand?

- At the end of the talk, everyone should know and understand what is to be done, how they are going to do it and what is their role.
- If everyone understands the risks and the reasons for the instructions, they are more likely to follow them.
- If there are new crew on board, it is even more important to make sure they have understood.
- If in doubt – ask!



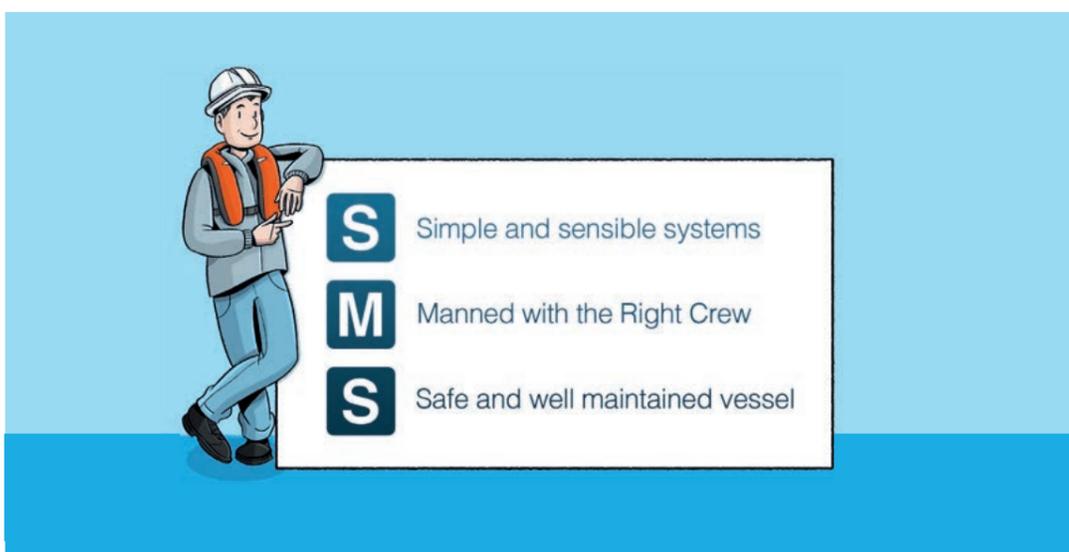
Remember: Things change

- It is a dynamic working environment. Be prepared for change.
- Discuss what to do if something isn't right or circumstances change.
- If things change during the task, don't be afraid to stop the job.
- Before re-starting the job, take the time to think and talk again.



Feedback

- If the toolbox talk highlights a problem with a procedure or risk assessment, don't ignore it.
- Investigate it, put it right and record it.



Simple safety management

- Toolbox talks are an important part of the vessel's safety management system.
- Safety management is about providing safe working practices in a safe working environment on a safe vessel.
- Find out more at www.sunderlandmarine.com