



## Toolbox meeting checklist

### Choose a safety topic

- Choose a topic relevant to the work the crew is doing.

### Be prepared

- Inspect the jobsite for hazards related to your topic.
- Read over the material you plan to cover.
- Make sure you are familiar with any regulations, guidelines and company rules related to the day's topic.
- Review reports of recent accidents on the site, including "near misses."

### Get the crew actively involved in the meeting

- Choose a real-life example (case study) to talk about.
- Invite the crew to ask questions and make suggestions related to the topic.
- Respond to questions that you can answer, and offer to find answers you don't know.
- Allow time at the end of the meeting for questions and suggestions on any safety issue.
- Ask the crew for feedback about the meeting.
- Involve the crew in preparing for and/or leading future safety meetings.

### Follow up

- Look into complaints, concerns, and suggestions that the crew brought up.
- Report back to the crew to let them know what will be done.
- Keep good records of each toolbox meeting.

### Show that you take safety seriously

It takes more than a good toolbox meeting to create a safe work environment.

- Encourage safe work practices.
- Set an excellent safety example for others.
- Invite crew members to come to you any time with safety problems and suggestions.

# Toolbox Meeting Guide

**CL Gary**



## **Toolbox Meeting Guide:**

## **Toolbox Meeting Guide** Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Toolbox Meeting Guide**," compiled by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we shall delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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