



Giving a great tool box talk requires a bit of effort and thought

- Be clear about what you want the staff to learn – be specific and talk about one topic at a time
- Ask questions – find out what they know already and what they are already doing right
- Give good examples – show staff examples of what you want them to do, have the tools on hand and demonstrate when you can
- Focus on the behaviour you want - if you're talking about ladders say: *“have the ladder on level ground and secure top and bottom”* – rather than – *“Don't put the ladder on uneven surfaces, don't leave the ladder untied”*
- Share the tool box talks – if you have to teach someone something you become the expert – let others take a turn teaching, give them the information and some time to prepare
- Make sure you have a space that supports learning, where everyone can hear and see, and create an atmosphere where it is ok to ask questions
- Don't leave the learning at the tool box talk – follow it up, notice when people are doing the right thing, give feedback to show that you notice when they take on new learning

**Questions:**

- *How do you select what you are going to do your tool box talk on?*
- *How can you tell that your staff are learning new things?*
- *How can you support others to give great tool box talks?*