



Policy:	Toolbox Talks	Reference:	TTSES0063
		Review Date:	05/2023

Purpose.

To ensure appropriate and sufficient on the job training is undertaken in the form of Toolbox Talks.

Scope.

This procedure applies to all areas of work undertaken by SES Engineering (Newark) Ltd.

Definitions.

A short, focused training session regarding specific topics carried out locally to the work, being directly relevant to those being instructed.

Documentation.

Register of Toolbox Talks. (RTBT001)

Procedure.

Toolbox talks are for the use of management or supervisory staff to impart knowledge in certain key areas. They are NOT intended to replace formal training courses; they are to supplement a formal training or qualification.

There may be a particular issue, which we may have to react to, and reinforce the message. Therefore, these toolbox talks are seen as a key part in this process.

No specialist skills are required to deliver the toolbox talks, and all employee involvement is encouraged.

- At regular intervals, no greater than fortnightly, arrange a convenient time and a suitable location on site for employees to undertake a relevant toolbox talk.
- Choose a topic of discussion and a person to deliver the toolbox talk.
- The topic for discussion may be chosen as part of a dedicated rolling program, i.e., 26 topics covered over a 52-week period and then repeated. Alternatively, it may be chosen due to specific works being carried out at that time. It may be anything giving rise to safety concerns on site, chosen in ad-hoc manner, whatever is chosen, the subject matter is endless.
- The person who delivers the toolbox talk shall have planned the presentation. The facts given must be accurate and delivered in a clear and concise manner. Do not express irrelevant detail it will hide the intended message. Use only vocabulary that will be understood by those listening. Invite questions from the audience at any time and answer questions simply and to the point. The setting may be less than formal than other training requirements.
- Using the register of toolbox talks (RTBT001), obtain the names of all attendees, their job roles and signature to show they have attended. Also obtain any constructive comments they may have. Once completed these registers are to be filed appropriately.

Key points to be covered.

- Introduction.
 1. How the topic will be introduced, such as reference to relevant legislation.
 2. Results of risk assessment.
 3. Simply defining the problem
- Content.
 1. To develop the topic through a logical sequence of steps.
 2. At various stages check with the delegates by questions or summary.
 3. Questions will help stimulate discussion and keep delegates attention.
- Summary.
 1. Conclude with a brief summary of key points.
 2. End by posing relevant questions and obtaining answers from the trainees which may identify gaps and the need to revisit points.