# Sunderlight Marine

# 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

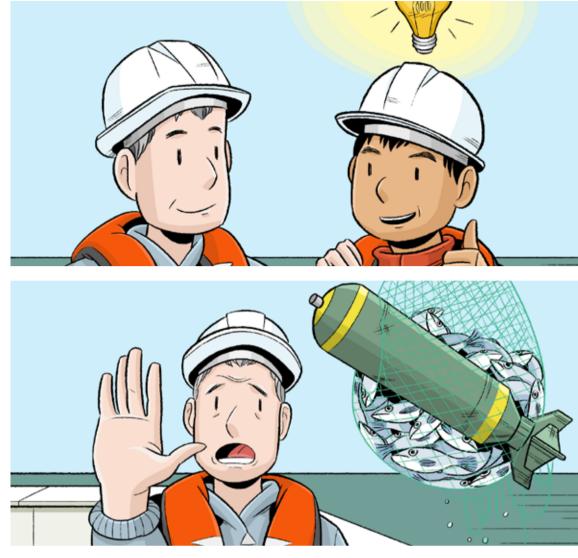
- Discuss the job how it is going to be done and what is everyone's role.
- Think about the actual task at that specific time and location with the actual people who will be involved.
- Consider the impact of any other work being carried out on board or ashore.
- Use common sense toolbox talks work best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







Simple and sensible systems

#### • 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.

**Does Everyone Understand?** 

likely to follow them.

**Remember: Things change** 

Be prepared for change.

• It is a dynamic working environment.

• If in doubt – ask!

• At the end of the talk, everyone should know and understand what is to be done, how they

• If there are new crew on board, it is even more important to make sure they have understood.

are going to do it and what is their role.

• If everyone understands the risks and the reasons for the instructions, they are more

#### 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

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