Toolbox Talk Planning Sheet

Plan the talk

Topic / facilitator / date

Audience / task / location

The hazard: what could go wrong on this job?

A short example: describe a realistic situation.

The safer practice: what will you show or demonstrate?

Ask the group: how would you handle this situation?

Make it actionable

One behavior to use this week

Who will observe it / when

Related handout / attendance record

Example: Before backing at a customer site, stop and inspect the path on foot when safe. Ask: “What changes would make you stop and reassess?” Agree on the stop signal before using a spotter. Adapt the example to your site, equipment, and company procedures.

49 CFR 390.3

Working resource. Confirm applicability and current requirements for your operation.