



Facilities Services – Safety Toolbox Talk

September 2022

A Safety Toolbox Talk is an informal group discussion that focuses on a particular safety issue. A safety toolbox talk is a tool that is used to raise awareness and promote a safety culture by facilitating health and safety discussions on specific issues.

The safety toolbox talk should last or take less than five minutes. The discussion may be led by a manager, supervisor, department lead or a member of the Safety Committee and should involve as many employees as possible. Employees are encouraged and expected to comment during the discussion and internalize the points of the talk to improve safety-awareness. Whenever possible, this should happen within a group so as to benefit from the discussion aspect of the toolbox talk. These discussions may be held in person, via Zoom meetings, on-line discussion or any other method deemed acceptable by Management. Exceptions to meeting with a group may be made if the manager deems it as not a viable option for certain individuals, in which case, those individuals can review the toolbox talk on their own. Management is expected to have these discussions on a weekly basis.

The Environmental Health and Safety department will issue and/or distribute a weekly safety toolbox talk on a specific subject to all Facilities Services employees via an email message. Topics discussed will be varied and may be specific, i.e., weather related issues such as using a snow blower or more generic like defensive driving.

All Facility Services employees will receive a weekly email message from the Environmental Health and Safety department. In this email message there will be an electronic link to a work order in Sprocket. Employees will need to do the following to receive credit for attending and reviewing the weekly safety toolbox talk:

- Open the weekly email message with the subject “Safety Toolbox Talk”
- Click on the link in the message to open Sprocket

- Login to Sprocket to open the work order.
- In the text of the work order there will be a link to a PDF file with the toolbox talk.
- Employees must open the PDF file and review the talk as it is being shared and discussed in the group (groups designated by managers).
- After reviewing the PDF file, the employee will need to record or post the amount of time they spent reviewing and discussing the toolbox talk in Sprocket.
- Sprocket will record that the employee read and/or reviewed the weekly toolbox talk.

The rationale for tracking employee's participation in this program is to determine what departments or groups are actively participating. Analysis of any data will be to establish how to increase departmental safety and health awareness and injury prevention.

If you have any questions regarding Safety Toolbox Talks and how to access the information, please contact the Environmental Health and Safety Manager at 801-957-4902. Suggestions for Toolbox Talk topics can be made by sharing them with the Environmental Health and Safety Manager or with members of the Facilities Safety Committee.