

Toolbox Talk

Planning and Delivery Sheet

Use a short discussion about today's work. Verify the content before delivery; record concerns and follow-through afterward.

Topic / task: _____ Date: _____

Location / crew: _____ Facilitator: _____

1 Ground the talk in the work

What is happening today? What has changed since the last time?

Hazard / exposure and the control workers need to recognize or use:

2 Verify the message

Approved procedure / equipment instructions / other source + version:

Who checked applicability and actual site conditions? Date:

If AI helped draft the talk, check every factual claim and proposed control against original sources and the work. Resolve gaps before delivery; keep the approved version.

3 Plan the conversation

One practical takeaway: What should people recognize, check, or do?

Ask: What makes this control hard to use here? What are we missing?

Show / explain / safe demonstration (only within authorization):

4 Check understanding and the plan

Ask workers to explain the control in their own words and where to get help. Confirm what to do if conditions change or a control is unavailable. Stop and escalate unresolved risk through the site's approved process.

Approved to deliver by: _____ Version / record: _____

Discussion and Follow-Through Record

Topic: _____ Date / time: _____ Facilitator: _____

Crew / participant record reference: _____ Delivery language / support: _____

Capture what workers said, questions, and differences between the plan and actual work. Participation or attendance alone does not demonstrate competence.

Question / work condition Worker feedback	Immediate response Unresolved risk / escalation	Action / owner Authority or support needed	Due / check date Evidence of completion	Effectiveness / feedback Close, revise, or reopen

Understanding check: What did workers explain or demonstrate? What still needs clarification?

Work readiness / restrictions / escalation contact: _____

How and when will the crew hear the outcome? _____

Follow-up reviewer / date: _____ Final record location: _____

This sheet supports a discussion. It does not replace required training, task authorization, a job safety analysis, or the applicable procedure. Keep personal and sensitive information in approved records only.