COR PATHWAY 360

Toolbox Talk Pack

Five talks, each one about five minutes, each with its own sign in sheet

A toolbox talk is not a lecture. Read the points, ask the questions, and let the crew do most of the talking. The discussion is where the value is, and the sign in sheet is where the audit evidence is.

Record what the crew raised. A talk record that shows a worker raised a concern, and shows what happened next, is worth more in an audit than twenty records of a talk where nobody said anything.

> **Check this yourself.** Add your own site specific hazards to any of these talks. A talk that mentions the actual site and the actual equipment lands better than a generic one, and it reads better in an audit.

Talk 1. Field level hazard assessments that are worth filling out

Why this matters. Crews stop taking hazard assessments seriously when the card becomes a signature exercise. That is the point at which it stops protecting anybody and starts being paperwork.

Points to make

- The card is for today, this crew, this task, these conditions. Yesterday's card copied over is worth nothing.
- Write the hazards you can actually see from where you are standing, not the ones from the manual.
- If a control is listed, it has to be in place before the work starts, not planned for later.
- When the job changes or the weather turns, start a new card. That is not extra paperwork, it is the whole idea.
- Everybody signs because everybody took part. Signing a card you did not discuss is the habit that gets somebody hurt.

Ask the crew

1. What is the most likely way somebody gets hurt on this job today?
2. Which control on today's card would we notice if it went missing?
3. Has anyone filled out a card this week that did not match the work you ended up doing?

What the crew raised, and what we did about it

Talk 2. Line of fire

Why this matters. A large share of serious injuries come down to a body part being in the path of something with energy in it: a load, a tool, a vehicle, a pressurized line, a stored spring.

Points to make

- Before you commit your hands, ask what happens if this slips, releases, or lets go.
- Never put a hand where you would not put your face.
- Pull rather than push where you have the choice, and keep your body out of the arc.
- Stored energy counts: springs, hydraulics, pressurized lines, suspended loads, and anything under tension.
- Watch for the second event. The first thing that moves is often not the thing that hurts you.
- If somebody has to be in the line of fire for a moment, that moment gets planned out loud.

Ask the crew

1. Where on this site is somebody standing in a line of fire right now?
2. What tool do we use that lets go without warning?
3. Where do we walk behind equipment because it saves a few steps?

What the crew raised, and what we did about it

Talk 3. Housekeeping, slips, trips and falls

Why this matters. Housekeeping is the hazard people stop seeing. It is also one of the first things an auditor or a visiting client notices, and it correlates with everything else about how a site is run.

Points to make

- Clean as you go. A tidy site at the end of the shift is a slower and more dangerous shift than a tidy site all the way through.
- Cords, hoses and leads across a walkway are a trip hazard even when everybody knows they are there.
- Ice, mud, frost and spilled fluids change a walking surface faster than anyone plans for.
- Three points of contact getting into and out of equipment, every single time, including the last time of the day.
- Do not carry a load you cannot see over, and do not carry a load with both hands on a ladder.
- Report the hazard even if you cannot fix it. An unreported hazard is one somebody else finds the hard way.

Ask the crew

1. What is the worst walking surface on this site today?
2. What do we step over every day and no longer notice?
3. Where do we need a designated walkway that we do not have?

What the crew raised, and what we did about it

Talk 4. Working alone and out of signal

Why this matters. Crews in this trade work where help is far away and the phone does not work. The plan has to account for that before it is needed, because it cannot be made up afterward.

Points to make

- Somebody who is not on site has to know where you are and when you are expected back.
- A check in schedule only works if a named person is watching the clock and knows what to do when a check in is missed.
- Know where coverage drops on the route, and agree what happens in those stretches.
- Carry what you would need if you had to wait: water, warm layers, first aid, and a way to signal.
- Tell somebody when the plan changes. A changed plan that nobody knows about is worse than no plan.
- If a check in is missed, escalate. Do not wait to avoid embarrassing somebody.

Ask the crew

1. If you went off the road on the way to this site, how long before somebody noticed?
2. Who is watching our check ins today, and what do they do if we miss one?
3. Where does the signal die on the route in, and what is the plan for that stretch?

What the crew raised, and what we did about it

Talk 5. Stop work authority, and using it

Why this matters. Most companies have stop work authority written in a policy. Far fewer have a crew that believes using it will not cost them work. The gap between those two things is where incidents live.

Points to make

- Every worker on this crew can stop the work. That is not a formality and it is not only for the supervisor.
- You do not need to be certain. A reasonable concern is enough to stop and talk about it.
- Stopping work is not the same as refusing to work. Say what the hazard is and what would need to change.
- Nobody is disciplined for stopping work in good faith. If that ever seems untrue, say so at a safety meeting.
- The work restarts when the hazard is controlled, and what changed gets written down.
- A stop work that turns out to be unnecessary is still a good outcome. It means the system works.

Ask the crew

1. Has anyone here stopped work in the last year? What happened?
2. What would stop you from calling a stop on this site?
3. Is there anything on this job right now that you have been quietly unsure about?

What the crew raised, and what we did about it

Attendance record, one per talk

Talk delivered

Date

Site or location

Delivered by

Site specific hazards added to the talk

Concerns raised by the crew

Action taken on those concerns, and by whom

Crew sign in

By signing, I confirm I attended this talk and had the chance to raise concerns.

Printed name	Signature