

IMPLEMENTATION GUIDE

RUN BETTER TOOLBOX TALKS. KEEP THE RECORD.

A short guide to branding your toolbox talks, making them about your site, running them with your crew and recording who attended.



Before you start, have these handy

- ✓ Your business logo (PNG or JPG)
- ✓ Your SWMS, SOPs or JSAs for the work the talk covers
- ✓ A list of the tasks, equipment and hazards on your site right now
- ✓ A printed copy of the Meeting Records page for each talk

START HERE

HOW YOUR TOOLBOX TALKS WORK

A toolbox talk is a short safety meeting, usually run on site before work starts. A supervisor talks the crew through one topic, asks questions, and records who was there.

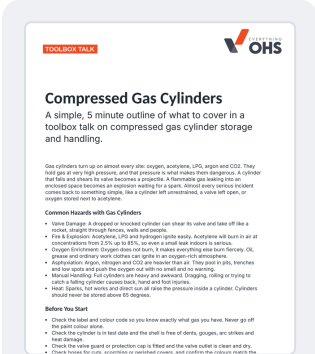
WHS laws require you to give workers the information, training and instruction they need to work safely, and to consult them on health and safety. A regular toolbox talk does both, and the signed record shows you did it.

Each talk is written so a supervisor can pick it up five minutes beforehand, read it and run the talk straight off the page.

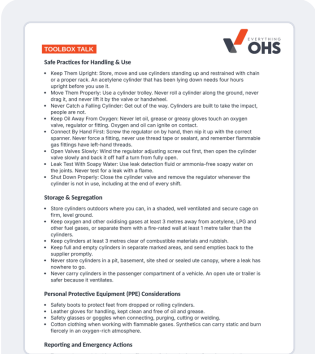
Your talk is a strong starting point, not a script to read word for word.

Each talk covers how the hazard usually shows up at work. It works best when you add *your* site, *your* equipment and what *your* crew has seen, and remove anything that doesn't apply.

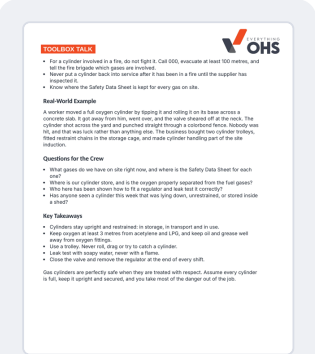
WHAT'S INSIDE EACH TALK



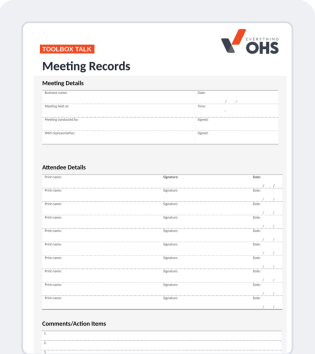
Page 1
Topic and introduction, common hazards, before you start



Page 2
Safe practices, storage or maintenance, PPE, reporting and emergencies



Page 3
Real-world example, questions for the crew, key takeaways



Page 4
Meeting Records: details, attendee signatures and action items

FOUR STEPS TO A TALK THAT WORKS

1

Add your logo

Once, in the header of each talk

2

Read it and make it about your site

Add your details, remove what doesn't apply

3

Run the talk with your crew

Talk, ask the questions, listen

4

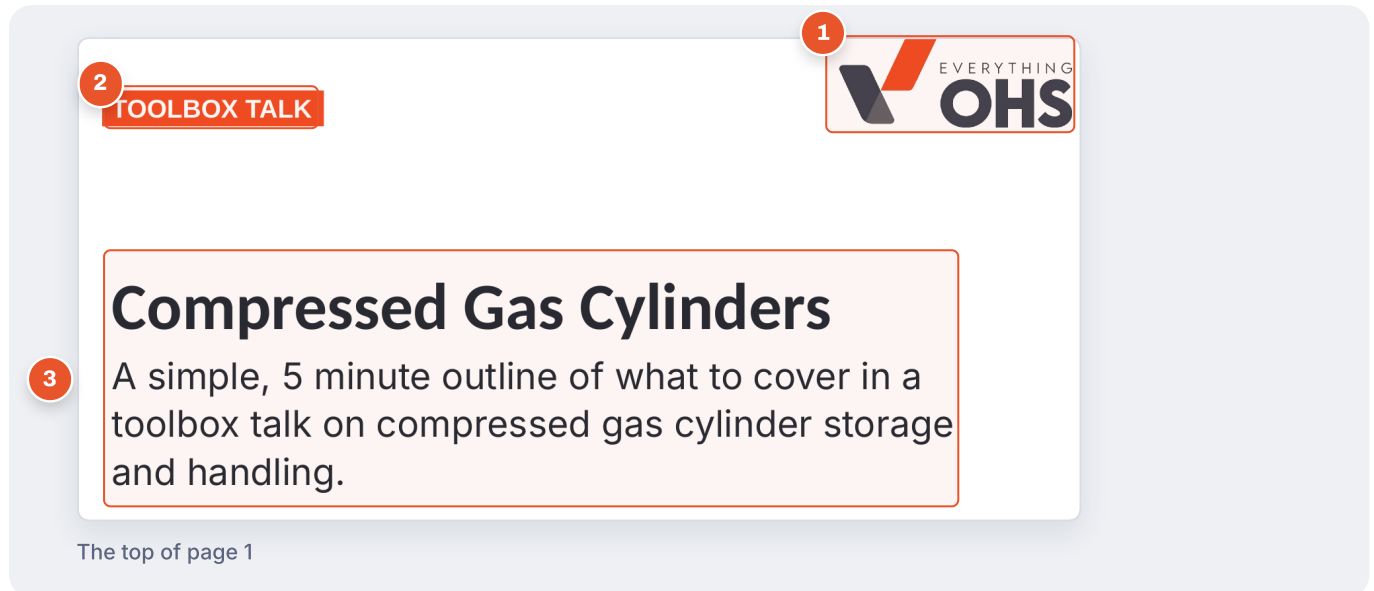
Record it and follow up

Signatures, action items, then close them out

STEP 1

ADD YOUR LOGO

Open the talk in Microsoft Word or Google Docs. The logo and the Toolbox Talk tag sit in the header, so you only change them once per talk.



1 Swap our logo for yours

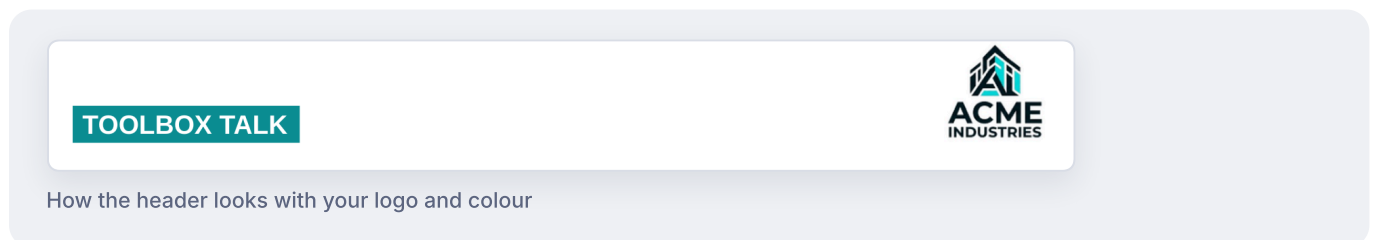
Word: double-click the logo to open the header, right-click the logo and choose *Change Picture > From a File*, then double-click the page body to close the header. **Google Docs:** click the logo, then *Replace image*. It changes on every page, including the Meeting Records page.

2 Change the tag colour, if you like

In Word, double-click the header, click the orange *TOOLBOX TALK* box, then open the *Shape Format* tab and choose a new *Shape Fill* colour. Pick a colour dark enough for the white text to stay easy to read.

3 Leave the title and subtitle as they are

They tell the crew what the talk is about. Only change them if you rewrite the talk for a narrower task, for example one machine or one site.



Got a full set of talks? Brand them all in one sitting, so every talk is ready the next time a supervisor needs one.

STEP 2

READ IT AND MAKE IT ABOUT YOUR SITE

Read the whole talk before you run it. The more it sounds like your site, the more the crew will take in.

A Gas cylinders turn up on almost every site: oxygen, acetylene, LPG, argon and CO₂. They hold gas at very high pressure, and that pressure is what makes them dangerous. A cylinder that falls and shears its valve becomes a projectile. A flammable gas leaking into an enclosed space becomes an explosion waiting for a spark. Almost every serious incident comes back to something simple, like a cylinder left unrestrained, a valve left open, or oxygen stored next to acetylene.

Common Hazards with Gas Cylinders

- **Valve Damage:** A dropped or knocked cylinder can shear its valve and take off like a rocket, straight through fences, walls and people.
- **Fire & Explosion:** Acetylene, LPG and hydrogen ignite easily. Acetylene will burn in air at concentrations from 2.5% up to 85%, so even a small leak indoors is serious.
- **Oxygen Enrichment:** Oxygen does not burn, it makes everything else burn fiercely. Oil, grease and ordinary work clothes can ignite in an oxygen-rich atmosphere.
- **Asphyxiation:** Argon, nitrogen and CO₂ are heavier than air. They pool in pits, trenches and low spots and push the oxygen out with no smell and no warning.
- **Manual Handling:** Full cylinders are heavy and awkward. Dragging, rolling or trying to catch a falling cylinder causes back, hand and foot injuries.
- **Heat:** Sparks, hot works and direct sun all raise the pressure inside a cylinder. Cylinders should never be stored above 65 degrees.

Before You Start

- Check the label and colour code so you know exactly what gas you have. Never go off the paint colour alone.
- Check the cylinder is in test date and the shell is free of dents, gouges, arc strikes and heat damage.
- Check the valve guard or protection cap is fitted and the valve outlet is clean and dry.
- Check hoses for cuts, scorching or perished covers, and confirm the colours match the gas: blue for oxygen, red for acetylene, orange for LPG.
- On oxy-fuel sets, confirm flashback arrestors are fitted at both the regulator and the torch end, and that they are within their annual test date.
- Confirm the cylinder is standing upright and restrained before you connect anything to it.

A The introduction

Sets up the topic in a few sentences. Add a line about where this hazard turns up on your site, for example "the gas cage behind the workshop".

B Common hazards

Check each one applies to your work. Add any that are specific to your site or equipment. Delete any that genuinely don't apply.

C Before you start, and the rest of the talk

Check the pre-start checks, safe practices, PPE and emergency steps match your SWMS, SOPs and emergency plan. Where they differ, follow your own documents or update them.

MAKING EDITS THAT HELP

- ✓ **Add names and places.** Say where the first aid kit, emergency stop or spill kit actually is.
- ✓ **Use your crew's words** for equipment and areas, not the manual's.

- ✓ **Keep the controls in.** Don't cut safety steps to make the talk shorter.
- ✓ **Keep the figures.** Distances, temperatures and time limits are there for a reason. Only change one if your SDS, SOP or the manufacturer says otherwise.

STEP 3

RUN THE TALK WITH YOUR CREW

Most talks take 5 to 10 minutes. Run it where the work happens, at the start of the shift, before anyone picks up a tool.

Questions for the Crew

- What gases do we have on site right now, and where is the Safety Data Sheet for each one?
- Where is our cylinder store, and is the oxygen properly separated from the fuel gases?
- Who here has been shown how to fit a regulator and leak test it correctly?
- Has anyone seen a cylinder this week that was lying down, unrestrained, or stored inside a shed?

Key Takeaways

- Cylinders stay upright and restrained: in storage, in transport and in use.
- Keep oxygen at least 3 metres from acetylene and LPG, and keep oil and grease well away from oxygen fittings.
- Use a trolley. Never roll, drag or try to catch a cylinder.
- Leak test with soapy water, never with a flame.
- Close the valve and remove the regulator at the end of every shift.

Gas cylinders are perfectly safe when they are treated with respect. Assume every cylinder is full, keep it upright and secured, and you take most of the danger out of the job.

A Questions for the crew

This is what turns a talk into a conversation. Read each question out, wait for answers, and don't answer them yourself. The answers often show you what needs fixing.

B Key takeaways

Finish with these five points. They are the controls you most want the crew to remember when they walk away.

C Closing line

Ends the talk on a positive note and ties safety back to doing a good job.

TIPS FOR A TALK PEOPLE LISTEN TO

Talk, don't read

Use the page as your guide. Put the points in your own words and look at the crew, not the paper.

Show the real thing

Stand next to the equipment, the store or the work area. Point at what you are talking about.

Use the real-world example

Tell the story on page 3, then ask whether it could happen here, and what would stop it.

Make it easy to speak up

Thank people for raising problems, write them down, and tell them what you will do about each one.

STEP 4

RECORD IT AND FOLLOW UP

The Meeting Records page on page 4 is your evidence the talk happened, who was there and what came out of it.

Meeting Records

1

Meeting Details

Business name:	Acme Industries Pty Ltd	Date:	14 / 10 / 26
Meeting held at:	Yard 2, cylinder store	Time:	6 : 45am
Meeting conducted by:	Dan Kelly (Supervisor)	Signed:	D Kelly
WHS representative:	Priya Nair	Signed:	P. Nair

2

Attendee Details

Print name:	Signature:	Date:
Sam Whitfield	S. Whitfield	14 / 10 / 26
Print name:	Signature:	Date:
Josh Tran	J Tran	14 / 10 / 26
Print name:	Signature:	Date:
Mel Okafor	M.Okafor	14 / 10 / 26
Print name:	Signature:	Date:
Ben Russo	B Russo	14 / 10 / 26
Print name:	Signature:	Date:
Leah Morgan	L Morgan	14 / 10 / 26
Print name:	Signature:	Date:
Tom Fielding	T Fielding	14 / 10 / 26
Print name:	Signature:	Date:
Print name:	Signature:	Date:
Print name:	Signature:	Date:
Print name:	Signature:	Date:

3

Comments/Action Items

1.	Oxygen stored next to LPG in cage 2. Separate by Friday (Dan).
2.	Two cylinders found unchained. Fit new chains to rack (Josh).
3.	Book Mel and Ben for regulator training.
4.	

1 Meeting details

Fill in the business name, date, place and time, who ran the talk and the WHS representative, if you have one. Both sign.

2 Attendee details

Every person who attended prints their name, signs and dates. Use a second copy of the page for bigger crews.

3 Comments and action items

Write down every issue raised, who will fix it and by when. These are the most useful lines on the page.

AFTER THE TALK

- ✓ Close out each action item, and tell the crew when it's done.
- ✓ Catch up with anyone who missed the talk and have them sign.

- ✓ File the signed page with your WHS records, by date.
- ✓ Note the topic, date and action items in your WHS meeting or training register if you keep one.

WHEN TO RUN A TOOLBOX TALK

1

On a regular schedule

Weekly or fortnightly works for most crews. Pick topics that match the work coming up.

2

Before new or high risk work

A new job, new equipment, a new site or a task the crew hasn't done in a while.

3

After an incident or near miss

Talk through what happened and what has changed, while it's fresh.

4

When something changes

New workers, a new procedure, a change to the weather or the season.

Mix it up. Rotate presenters so different people run the talk, and come back to your highest risk topics every few months.

QUICK CHECKLIST: IS YOUR TALK READY?

- | | |
|---|--|
| ☐ Your logo in the header | ☐ Meeting Records page printed or ready on a tablet |
| ☐ Talk read through before the meeting | ☐ Questions for the crew asked and answers noted |
| ☐ Site details added and anything that doesn't apply removed | ☐ Everyone attending has signed |
| ☐ Controls match your SWMS, SOPs and emergency plan | ☐ Action items recorded, assigned and followed up |

Need a hand?

Get in touch through the Everything OHS website at workplace-safety.com.au and we'll help you get your toolbox talks sorted.

Disclaimer: We cannot, and do not, give you legal or any other professional advice. While every reasonable effort has been made to ensure that the information we provide is comprehensive, accurate and clear, it may not cover your particular circumstances. Only you are aware of the purpose for which you intend to apply a product or service you order from us. For this reason we provide this to you on an "as is" basis, and it does not constitute legal or professional advice of any kind. If you do require personalised legal or professional advice we recommend that you consult a suitably qualified person. If you think you may have noticed any error or omission, please let us know through the Everything OHS website.