

Risk Control Bulletin

How to Give a Driver Toolbox Talk

RISK CONTROL



Communication is one of the best ways to prevent accidents. And one of the best ways of communicating the importance of driver safety is through toolbox talks. All drivers—full time, part time and the occasional drivers should participate in these training sessions.

You don't have to be a professional speaker to give a good toolbox talk. But there are ways you can make your talks more effective. Let's take a look at them.

The Agenda

Know your topic and plan your agenda a few days before the meeting so you're well prepared. (Be able to present the talk without reading it and lead a discussion afterward). Wherever possible use actual equipment to illustrate your points. Coordinate handout literature or other material you intend to use at the meeting.

Limit the length of your presentation. Given your operation, you would be the best judge of how much time to set aside. Generally speaking, 5-10 minutes is adequate. Allow for questions during or after your presentation.

Use examples of the company fleet loss history or unique accidents. In some cases, you might want to demonstrate the message by using one of the company's vehicles.

Do a wrap-up. Reinforce the important points brought out during the meeting. Thank your drivers for their interest and enthusiasm.

The Format

Start the meeting out on a positive note. After welcoming your drivers, promote teamwork and how toolbox meetings not only provide valuable information but also give everyone the opportunity to get together and exchange ideas. Be sure to compliment a job well done. Morale

plays a bigger part than people think in affecting productivity and job satisfaction.

Keep it informal. Even though you may be using this resource as well as others, use your own words in making the actual presentation. For effective and rewarding results, do what's comfortable for you.

Invite drivers to participate. The purpose of any toolbox talk is to get people to think about safety problems. Make the talk a hands-on session. Have your people name driving hazards and what to do about them. Encourage them to offer suggestions to improve safety performance. When asking questions, use open-ended questions instead of questions that require only a yes or no answer.

The Topic: Choose From Attached List

Choose timely topics. Gear your talks to driver safety problems you are encountering at the moment or that you anticipate in upcoming jobs.

Review recent accidents –

- What happened?
- Why did it happen?
- What should have been done?

Review recent driver violations –

- What was the violation?
- What hazard did it create?
- What injury could have occurred?

Review upcoming work schedule –

- What hazards are you concerned about?



- What routes to use?
- What procedures should be followed?

The Place and Time

Hold the meeting in your work area. It is recommended that you hold your meetings the first thing in the morning or immediately after shift change when the workday will least be interrupted and the work area relatively quiet.

Recordkeeping

- Record the time, place and date of your driver safety meeting.
- Record the item discussed and toolbox talk used.
- State problems or concerns, if any.
- Record the names of all employees attending the toolbox talk presentation.
- Note significant comments made by the attendees.

Hold a toolbox meeting once a week to reinforce your company's philosophy that job safety is important.

We hope these toolbox talks help you in the daily operations of your business. Keep them handy. Like any tool, they can't help unless you use them.



Date	Company Name	
Project Number/Name	Meeting Location	Person Conducting Meeting

Items Discussed

Problem Areas or Concerns

Attendees

Comments

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