

TOOLBOX TALK 3 – Safety Meetings & Retraining

Key Points

- Weekly safety meetings review trends and policies.
 - Daily toolbox talks prepare the crew for that day's tasks.
 - Attendance is mandatory and documented.
 - Retraining required after incidents or major changes.
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Expanded Talking Script

“These meetings aren't just a formality—they ensure everyone has the same expectations and awareness. A quick, well-run toolbox talk can prevent a serious injury. After any incident or close call, retraining helps us correct mistakes and prevent repeat events.”

Engagement Questions

- “What topic do you think we should cover again soon?”
 - “What changes should we make based on what happened on last week's job?”
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Scenario

Scenario: A new employee was involved in a near miss during ladder setup.

Ask:

- What retraining should be provided?
- How soon should it happen?
- Why is immediate retraining important?