



63 Safety Topics for Toolbox Talks

Free printable safety talk outlines in 10 categories. Each topic has a one-line summary, talking points and a question to get the crew talking, ready for a 5-minute toolbox talk or safety meeting.

Free to print and share with your crews. General safety information: adapt each talk to your site's procedures and the regulations that apply where you work.

Full talks with checklists, sources and sign-in sheets:

vivelab.cloud/tools/safety-talk-topics

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Ergonomics

Spotting Early Signs of Strain

Aches, tingling and stiffness are early warnings that a job may need changing.

- Common early signs include aching, stiffness, tingling, numbness and reduced grip strength.
- Discomfort that lasts after the shift or wakes you at night is worth reporting.
- Reporting early gives time to fix the job before an injury develops.
- Reporting discomfort is not a complaint; it helps the whole crew.
- Know who to tell and how on this site.

Ask the crew: Which task leaves you feeling sore most often at the end of a shift?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/spotting-early-signs-of-strain

Working at the Right Height

Work surfaces that are too high or too low force bent backs, raised shoulders and bent wrists.

- Most hand work is comfortable around or a little below elbow height.
- Heavy work that needs downward force is better done lower; precision work a little higher.
- Use adjustable tables, platforms or risers rather than bending or reaching.
- Bring parts and tools to the worker instead of making the worker reach for them.
- Report stations that don't fit the people who use them.

Ask the crew: Which workstation here feels too high or too low for you?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/working-at-the-right-height

Reducing Awkward Reaches

Reaching far forward, overhead or behind you loads the shoulders and back.

- Keep frequently used items within easy forearm reach.
- Avoid repeated reaching above shoulder height or below knee height.
- Move your feet to face the work instead of twisting.
- Use steps or platforms to get closer to high work.
- Suggest layout changes when you notice repeated stretching.

Ask the crew: Where do you have to stretch or twist to reach something many times a shift?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/reducing-awkward-reaches

Neutral Wrist Posture

Bent or twisted wrists during forceful or repetitive work raise the risk of hand and wrist problems.

- Keep wrists roughly straight, in line with the forearm, where you can.
- Choose tools whose handle shape lets the wrist stay straight for the task.
- Avoid pinch grips on heavy items; use a full-hand grip.
- Change the height or angle of the work to straighten the wrist.
- Report tools that force you to bend your wrist.

Ask the crew: Which tool or task makes you bend your wrist the most?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/neutral-wrist-posture

Breaking Up Repetitive Work

Doing the same short motion over and over without variation can overload the same tissues.

- Use scheduled breaks and micro-pauses to let muscles recover.
- Rotate between tasks that use different body parts where the site allows.
- Share the workload so one person isn't doing all the repetitive steps.
- Watch for work pace that leaves no time to recover.
- Speak up if a rate or quota leaves no room for breaks.

Ask the crew: Which job here feels most repetitive, and what could we rotate it with?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/breaking-up-repetitive-work

Standing Work Comfort

Long periods of standing in one place can tire the legs, feet and back.

- Shift position and move around when the job allows.
- Use anti-fatigue mats where the site provides them.
- A foot rail or footrest lets you change weight between legs.
- Wear supportive, well-fitting footwear.
- Use a sit-stand stool for tasks where it's practical.

Ask the crew: Where do you stand still the longest, and what would help?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/standing-work-comfort

Using Your Legs, Not Your Back, for Pushing

Pushing and pulling carts and pallet jacks can strain the back and shoulders.

- Pushing is usually easier to control than pulling.
- Keep hands at roughly waist height and stay close to the load.
- Check wheels and casters; poorly maintained wheels need much more force.
- Clear the route before moving and avoid ramps where you can.
- Ask for help or powered equipment if the load is hard to start moving.

Ask the crew: Which cart or trolley here is the hardest to push, and why?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/using-your-legs-not-your-back-for-pushing

Manual Handling

Planning a Lift

Thinking through a lift before you start prevents most handling mistakes.

- Check the weight, shape and stability of the load first.
- Clear the route and the place you will set the load down.
- Decide whether you need a mechanical aid or a second person.
- Know where you will grip the load and whether gloves are needed.
- Don't start a lift you are unsure you can finish safely.

Ask the crew: What do you check before you pick something up?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/planning-a-lift

Keep the Load Close

Holding a load away from the body multiplies the strain on the back.

- The further a load is from your body, the harder your back works.
- Get as close as you can before lifting; remove barriers in the way.
- Hug the load to your waist while carrying.
- Use smaller containers so you can get close.
- Avoid reaching over bin edges or other obstacles to lift.

Ask the crew: Where do you have to lift with the load held away from your body?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/keep-the-load-close

Avoiding Twisting While Lifting

Twisting the trunk while holding a load is a common cause of back strain.

- Turn with your feet, not your trunk.
- Set up pick and place points so you don't have to turn.
- Face the load squarely before you lift.
- Take small steps to change direction.
- Report layouts that force you to twist.

Ask the crew: Which task makes you twist with a load in your hands?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/avoiding-twisting-while-lifting

Team Lifts

Some loads are too heavy or awkward for one person and need a planned team lift.

- Use a mechanical aid first if one is available.
- Choose partners of similar height where possible.
- Agree on one person to give the commands.
- Lift, move and set down together on a clear signal.
- Check the route is clear before starting.

Ask the crew: When did you last do a team lift, and how was it coordinated?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/team-lifts

Using Lifting Aids

Hoists, lift tables, vacuum lifters and carts take strain off the body.

- Know which handling aids are available on this site.
- Only use equipment you have been trained on.
- Check aids before use and report faults.
- Don't skip the aid because it takes a little longer.
- Suggest aids for tasks that still rely on muscle power.

Ask the crew: Which lift here would be easier with an aid we don't have yet?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/using-lifting-aids

Lifting From the Floor

Lifts that start at floor level put extra load on the back and knees.

- Store heavy items between knee and shoulder height.
- Use pallet raisers, stands or lift tables to bring loads up.
- If you must lift from the floor, bend your knees and keep the load close.
- Test the weight before committing to the lift.
- Avoid lifting from the floor repeatedly when it can be redesigned.

Ask the crew: What do we keep on the floor that could be stored higher?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/lifting-from-the-floor

Carrying Safely

Carrying loads over distance adds fatigue and trip risks.

- Use carts or trolleys for longer distances.
- Make sure you can see over or around the load.
- Keep routes clear of trip hazards and doors propped where safe.
- Split heavy loads into smaller ones where possible.
- Take extra care on stairs and slopes.

Ask the crew: Which carry route on site is longest or most awkward?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/carrying-safely

Office & Screen Work

Setting Up Your Workstation

A few adjustments to chair, desk and screen can prevent a lot of discomfort.

- Adjust your chair so feet are supported and thighs roughly level.
- Keyboard at about elbow height with relaxed shoulders.
- Top of the screen at or slightly below eye level, about an arm's length away.
- Keep the mouse close and level with the keyboard.
- Use your organization's workstation assessment if one is available.

Ask the crew: What is one thing about your desk setup you would change today?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/setting-up-your-workstation

Eye Breaks and the 20-20-20 Rule

Regular breaks from close focus help reduce eye strain at screens.

- Every 20 minutes, look at something about 20 feet away for 20 seconds.
- Blink fully; people often blink less when concentrating.
- Reduce glare from windows and overhead lights.
- Increase text size instead of leaning in.
- Get regular eye tests and mention your screen work.

Ask the crew: Do you take eye breaks, and what reminds you to?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/eye-breaks-and-the-20-20-20-rule

Laptop Ergonomics

Laptops force a choice between a good screen height and a good keyboard height.

- For long sessions, raise the laptop on a stand.
- Use a separate keyboard and mouse with a raised laptop.
- Avoid working on your lap or a sofa for extended periods.
- Take more frequent breaks when working without a full setup.
- Ask about equipment if you work from a laptop daily.

Ask the crew: How many of us use a laptop without a stand or external keyboard?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/laptop-ergonomics

Sitting Less, Moving More

Long unbroken sitting is uncomfortable and stiffening; regular movement helps.

- Change position often and stand up regularly.
- Walk to a colleague or take calls standing where you can.
- Use sit-stand desks to alternate, not to stand all day.
- Gentle stretches during breaks can ease stiffness.
- Build movement into routines, like walking meetings.

Ask the crew: What could make it easier to get up and move during the day?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/sitting-less-moving-more

Home Working Setup

Working from home brings the same risks as the office, often with worse equipment.

- Pick a dedicated spot with a stable surface and a supportive chair.
- Apply the same screen, keyboard and chair guidance as in the office.
- Check lighting and reduce glare.
- Keep cables tidy to avoid trips.
- Tell your employer if you need equipment or an assessment.

Ask the crew: What is the biggest compromise in your home work setup?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/home-working-setup

Mouse and Keyboard Habits

How you use the mouse and keyboard affects your shoulders, wrists and hands.

- Keep the mouse close so your elbow stays near your side.
- Type with a light touch rather than hammering keys.
- Rest hands between bursts, not on sharp desk edges while typing.
- Learn keyboard shortcuts to reduce mouse use.
- Report persistent wrist or hand discomfort early.

Ask the crew: Where is your mouse right now, and is it within easy reach?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/mouse-and-keyboard-habits

Slips, Trips & Falls

Good Housekeeping

Clean, tidy work areas prevent many slips and trips.

- Keep walkways and exits clear of materials and cables.
- Put tools and materials away after use.
- Clean up spills immediately or mark and report them.
- Remove waste regularly.
- Housekeeping is everyone's job, not just the cleaners'.

Ask the crew: Which area here gets cluttered most often, and why?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/good-housekeeping

Dealing With Spills

Wet or contaminated floors are a leading cause of slips.

- Clean or contain spills straight away.
- Use warning signs while the floor is wet.
- Find and report the source, such as a leak.
- Use the right cleaning method for the substance.
- Know where spill kits are kept.

Ask the crew: Where do spills or wet floors happen most on this site?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/dealing-with-spills

Ladder Safety

Ladders are useful for short, light tasks but need setting up and using correctly.

- Check the ladder before each use and report damage.
- Set it on firm, level ground and secure it per site rules.
- Keep three points of contact while climbing.
- Don't overreach; move the ladder instead.
- Consider whether a platform or other access equipment is safer.

Ask the crew: When did you last check a ladder before climbing it?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/ladder-safety

Working at Height Awareness

Falls from height can be serious even from relatively low levels.

- Avoid working at height where the job can be done from the ground.
- Use guardrails, platforms or fall protection as required by your site.
- Inspect fall protection equipment before use.
- Never remove guardrails or covers without authorization.
- Stop and ask if the access plan doesn't fit the job.

Ask the crew: What work at height do we do that could be done from the ground?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/working-at-height-awareness

Stairs and Walkways

Rushing on stairs and walkways causes many avoidable falls.

- Use handrails on stairs.
- Don't carry loads that block your view on stairs.
- Keep your phone away while walking.
- Report damaged steps, poor lighting and loose mats.
- Walk, don't run, especially near corners and doors.

Ask the crew: Which stairs or walkway on site feel the most risky?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/stairs-and-walkways

Footwear for the Job

The right footwear improves grip and protects feet.

- Wear the footwear your site specifies for the task.
- Check soles for wear and replace worn footwear.
- Keep laces tied and footwear in good condition.
- Slip-resistant soles help on wet or oily floors.
- Clean contamination off soles where possible.

Ask the crew: When did you last check the soles of your work boots?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/footwear-for-the-job

PPE

PPE Is the Last Line of Defense

PPE protects you only when other controls can't fully remove the hazard.

- Removing or engineering out the hazard comes first.
- PPE only works if it's the right type, fits and is worn correctly.
- Know which PPE is required for each task.
- Report PPE that is damaged, uncomfortable or doesn't fit.
- Wearing PPE is not a reason to accept an uncontrolled hazard.

Ask the crew: Which task here relies most on PPE, and could it be made safer another way?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/ppe-is-the-last-line-of-defense

Hearing Protection

Long exposure to loud noise can permanently damage hearing.

- If you have to raise your voice to talk to someone a couple of meters away, the noise may be too loud.
- Wear hearing protection in marked areas and when required.
- Insert earplugs properly and check earmuff seals.
- Hearing loss is gradual and usually permanent.
- Take part in any hearing checks your site offers.

Ask the crew: Where do you find it hardest to keep hearing protection on, and why?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/hearing-protection

Eye and Face Protection

Flying particles, splashes and dust can cause serious eye injuries in an instant.

- Wear the eye protection specified for the task.
- Use goggles or face shields for splashes and grinding as required.
- Keep lenses clean and replace scratched ones.
- Know where eyewash stations are.
- Prescription glasses alone are not safety eyewear.

Ask the crew: Where is the nearest eyewash station to where you work?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/eye-and-face-protection

Choosing the Right Gloves

Different tasks need different gloves; the wrong glove can add risk.

- Match gloves to the hazard: cuts, chemicals, heat or cold.
- Check gloves for holes or wear before use.
- Gloves that are too big reduce grip and increase effort.
- Don't wear gloves near rotating parts where entanglement is a risk.
- Remove contaminated gloves without touching the outside.

Ask the crew: Do your gloves fit, and do they match the task you're doing?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/choosing-the-right-gloves

Respiratory Protection Basics

Respirators protect against dusts, mists and vapors only when selected and fitted correctly.

- Use the respirator type your site has selected for the hazard.
- Fit and seal checks matter; facial hair can break the seal.
- Change filters or cartridges as directed.
- Store respirators clean and protected.
- Report breathing difficulty or a smell inside the mask.

Ask the crew: Do you know when your respirator filters were last changed?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/respiratory-protection-basics

Head Protection

Hard hats protect against falling objects and bumps in marked areas.

- Wear head protection where required on site.
- Check the shell and harness for cracks or damage.
- Don't store hard hats in direct sun or modify them.
- Replace after a significant impact.
- Adjust the harness so it fits securely.

Ask the crew: When did you last inspect your hard hat?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/head-protection

Machinery & Tools

Machine Guarding

Guards keep hands and bodies away from moving parts.

- Never remove, bypass or adjust guards unless authorized and following procedure.
- Report missing or damaged guards immediately.
- Keep loose clothing, hair and jewelry away from moving parts.
- Stop the machine properly before clearing jams.
- A guard that slows you down should be reported, not removed.

Ask the crew: Is there a guard on site that people are tempted to bypass?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/machine-guarding

Lockout/Tagout Basics

Controlling hazardous energy before maintenance prevents unexpected start-ups.

- Follow your site's lockout/tagout procedure every time.
- Isolate all energy sources, including stored energy.
- Verify the machine is safe before starting work.
- Only the person who applied a lock should remove it.
- If you're unsure about a procedure, stop and ask.

Ask the crew: What energy sources do we need to isolate on the machines you work on?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/lockout-tagout-basics

Hand Tool Safety

Hand tools cause injuries when they're damaged or used for the wrong job.

- Use the right tool for the task.
- Inspect tools before use and tag out damaged ones.
- Cut away from your body and keep your free hand clear.
- Choose tools that keep your wrist straight.
- Store tools safely after use.

Ask the crew: Which hand tool here is most often used for the wrong job?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/hand-tool-safety

Power Tool Safety

Power tools add speed, force and vibration, so they need extra care.

- Check cords, plugs and batteries before use.
- Keep guards in place and use the right accessory for the task.
- Disconnect power before changing blades or bits.
- Secure the workpiece so both hands can control the tool.
- Report tools that vibrate excessively.

Ask the crew: When did you last check the cord or battery on your power tool?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/power-tool-safety

Hand-Arm Vibration

Regular use of vibrating tools can damage nerves, blood vessels and joints in the hands and arms.

- Know which tools on site vibrate the most.
- Follow any time limits your site sets for vibrating tools.
- Keep tools maintained; worn parts increase vibration.
- Keep hands warm and dry; cold can make symptoms worse.
- Report tingling, numbness or whitening of the fingers.

Ask the crew: Which tool do you use that leaves your hands tingling?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/hand-arm-vibration

Grinders and Cutting Discs

Grinders spin at high speed and can throw fragments or kick back.

- Check the disc is rated for the grinder's speed and undamaged.
- Keep the guard in place and positioned correctly.
- Wear the eye, face and hand protection specified.
- Let the disc reach full speed before contact.
- Never use a grinder with the side handle removed if one is required.

Ask the crew: What checks do you do before using a grinder?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/grinders-and-cutting-discs

Health & Wellbeing

Heat Stress

Working in heat can cause illness that develops quickly and can be serious.

- Drink water regularly, not just when thirsty.
- Take breaks in shade or cooler areas.
- Know the signs: heavy sweating, dizziness, nausea, confusion.
- Watch out for coworkers, especially new or returning workers.
- Report symptoms right away and follow your site's heat plan.

Ask the crew: What signs of heat illness would you look out for in a coworker?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/heat-stress

Working in the Cold

Cold conditions reduce dexterity and increase injury risk.

- Dress in layers and keep hands and feet dry.
- Take warm-up breaks as needed.
- Cold hands need more grip force, which adds strain.
- Know the signs of cold stress, such as shivering and numbness.
- Plan heavy tasks for warmer parts of the day where possible.

Ask the crew: How do you keep your hands warm and working in cold conditions?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/working-in-the-cold

Fatigue and Alertness

Tired workers make more mistakes and react more slowly.

- Get enough rest between shifts.
- Be extra careful on night shifts and long shifts.
- Take your scheduled breaks.
- Tell your supervisor if you're too tired to work safely.
- Watch for fatigue when driving home.

Ask the crew: When during the shift do you notice fatigue most?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/fatigue-and-alertness

Stretching and Warm-Up

Gentle movement before and during work can help muscles feel ready.

- Warm up with gentle movement before physical work.
- Stretch slowly and stop if anything hurts.
- Use micro-breaks to move joints held still.
- Stretching does not replace fixing a badly designed task.
- Ask a clinician about stretches if you have an injury.

Ask the crew: What gentle movements help you most at the start of a shift?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/stretching-and-warm-up

Mental Health at Work

Stress and mental health affect safety as well as wellbeing.

- Stress can affect concentration and decision-making.
- Know what support your workplace offers.
- Check in with coworkers who seem different from usual.
- Talking about it is a strength, not a weakness.
- Workload and pace concerns can be raised with supervisors.

Ask the crew: Where can people on this site go for support if they're struggling?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/mental-health-at-work

Hydration and Nutrition

Staying hydrated and fueled supports alertness and physical work.

- Keep water accessible and drink regularly.
- Hot conditions and heavy work increase the need for fluids.
- Eat regular meals to avoid energy dips.
- Wash hands before eating, especially after handling chemicals.
- Eat in designated areas, away from contamination.

Ask the crew: Is drinking water easy to get to from your workstation?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/hydration-and-nutrition

Reporting Injuries and Near Misses

Reporting helps find hazards before they hurt someone.

- Report all injuries, however minor.
- Near misses are free lessons; report them too.
- Describe what happened, not who to blame.
- Know your site's reporting process.
- Follow up to see what was changed.

Ask the crew: What near miss have you seen recently that should have been reported?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/reporting-injuries-and-near-misses

Emergency & Fire

Know Your Exits

In an emergency, knowing the way out saves vital seconds.

- Know at least two ways out from where you work.
- Keep exit routes and doors clear at all times.
- Never lock or block fire exits.
- Know your assembly point.
- Report blocked exits immediately.

Ask the crew: Can everyone name two exits from this area?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/know-your-exits

Fire Prevention

Most fires start from everyday sources that can be controlled.

- Keep combustible waste to a minimum.
- Store flammable materials as your site requires.
- Report damaged electrical equipment and overloaded sockets.
- Follow hot work permits and procedures.
- Keep heat sources away from combustibles.

Ask the crew: What is the most likely fire risk in our area?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/fire-prevention

Fire Extinguishers

Extinguishers are for small fires, used by trained people, without taking risks.

- Know where extinguishers are and what type they are.
- Use the right type for the fire; the wrong one can make it worse.
- Only tackle a small fire if trained and your exit is behind you.
- Raise the alarm first.
- Report used or missing extinguishers.

Ask the crew: Where is the nearest extinguisher, and what type is it?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/fire-extinguishers

Evacuation Drills

Drills make evacuation automatic when it matters.

- Stop work and leave by the nearest safe exit when the alarm sounds.
- Don't go back for belongings.
- Go straight to the assembly point.
- Follow instructions from wardens.
- Tell wardens if someone is missing.

Ask the crew: What went well or badly in our last evacuation drill?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/evacuation-drills

First Aid Awareness

Knowing who to call and where kits are speeds up help.

- Know who the first aiders are on your shift.
- Know where first aid kits and defibrillators are.
- Call for help early; don't wait to see if it gets worse.
- Don't move a seriously injured person unless they're in danger.
- Report every first aid treatment.

Ask the crew: Who are the first aiders on this shift?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/first-aid-awareness

Electrical Safety

Electricity can injure or kill without warning.

- Check cords and plugs for damage before use.
- Don't use equipment with wet hands or in wet conditions unless rated for it.
- Only qualified people should do electrical work.
- Keep electrical panels clear.
- Report sparking, burning smells or tripping breakers.

Ask the crew: When did you last see a damaged cord or plug, and what happened next?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/electrical-safety

Vehicles & Warehouse

Forklift and Pedestrian Safety

Keeping people and forklifts apart prevents serious accidents.

- Use marked pedestrian walkways.
- Make eye contact with drivers before crossing.
- Never walk under a raised load.
- Drivers: sound the horn at blind spots and intersections.
- Report near misses between vehicles and people.

Ask the crew: Where on site do people and forklifts come closest?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/forklift-and-pedestrian-safety

Pre-Use Vehicle Checks

Daily checks catch faults before they cause accidents.

- Check brakes, steering, horn, lights and forks before use.
- Check tires and look for leaks.
- Use the site's checklist and record the check.
- Tag out and report any faulty vehicle.
- Don't use a vehicle you are not trained or authorized to drive.

Ask the crew: What faults have you found during pre-use checks?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/pre-use-vehicle-checks

Loading Dock Safety

Docks combine vehicles, heights and heavy loads.

- Make sure trailers are secured before entering.
- Keep dock edges clear and marked.
- Check dock plates are rated and positioned correctly.
- Watch for gaps between the dock and trailer.
- Never jump from the dock.

Ask the crew: What is the biggest hazard at our loading dock?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/loading-dock-safety

Racking and Storage

Damaged or overloaded racking can collapse.

- Know the load limits for the racking you use.
- Place heavy items on lower shelves.
- Report damaged uprights and beams immediately.
- Don't climb racking.
- Keep aisles clear for safe access.

Ask the crew: Have you noticed any damaged racking recently?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/racking-and-storage

Pallet Jack Safety

Manual and powered pallet jacks are common sources of foot and back injuries.

- Check the jack before use.
- Push rather than pull when you can.
- Keep feet clear of the forks and wheels.
- Go slowly on slopes and around corners.
- Don't ride on a manual pallet jack.

Ask the crew: Which pallet jack is hardest to move, and has it been reported?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/pallet-jack-safety

Safe Driving for Work

Driving can be one of the riskiest parts of a job.

- Plan routes and allow enough time.
- Don't use a phone while driving.
- Take breaks on long journeys.
- Check the vehicle before setting off.
- Don't drive when tired.

Ask the crew: What makes work driving stressful for you?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/safe-driving-for-work

Chemicals & Hazards

Reading Labels and Safety Data Sheets

Labels and safety data sheets tell you how to handle a chemical safely.

- Read the label before using a product.
- Know where safety data sheets are kept.
- Check the hazards, required PPE and first aid steps.
- Never use an unlabeled container.
- Ask if you don't understand the information.

Ask the crew: Do you know where to find the safety data sheet for products you use?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/reading-labels-and-safety-data-sheets

Chemical Storage

Storing chemicals correctly prevents reactions, spills and fires.

- Keep chemicals in labeled, closed containers.
- Separate incompatible chemicals as directed.
- Store flammables in designated areas.
- Don't store chemicals near food or drink.
- Report leaking or damaged containers.

Ask the crew: Are any chemicals in our area stored where they shouldn't be?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/chemical-storage

Dust Control

Some dusts can harm the lungs over time.

- Use dust control methods such as extraction or wet cutting where provided.
- Don't dry sweep or use compressed air to clean dust unless your site allows it.
- Wear respiratory protection where required.
- Keep extraction equipment working and report faults.
- Wash before eating and leaving work.

Ask the crew: What dusty tasks do we do, and how is the dust controlled?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/dust-control

Confined Space Awareness

Confined spaces can contain hazardous atmospheres that aren't obvious.

- Never enter a confined space unless trained and authorized.
- Follow your site's permit and entry procedure.
- Atmospheres can change quickly.
- Never attempt an unplanned rescue; raise the alarm.
- Know which spaces on site are confined spaces.

Ask the crew: Which spaces on this site count as confined spaces?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/confined-space-awareness

Compressed Gas Cylinders

Cylinders under pressure can become dangerous if damaged or mishandled.

- Secure cylinders upright so they can't fall.
- Keep valve caps on when not in use.
- Use carts to move cylinders.
- Store away from heat sources.
- Report leaks and damaged cylinders.

Ask the crew: Are all cylinders in our area properly secured right now?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/compressed-gas-cylinders

Hazard Reporting

Spotting and reporting hazards prevents incidents.

- Everyone has a role in spotting hazards.
- Report hazards quickly through the site's process.
- If it's safe to do so, make the hazard safe or mark it.
- Don't assume someone else has reported it.
- Check back to see that it was fixed.

Ask the crew: What hazard did you notice this week that hasn't been fixed yet?

Full talk, checklist and sign-in sheet: vivelab.cloud/toolbox-talks/hazard-reporting