**Digicast Weekly Toolbox/Safety Meeting Template**

**Create and execute your toolbox meeting to engage and align staff with safety**

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| Date: | Shift: |
| Supervisor: | Location: |
| **1. Gratitude** | |
| Encourage each staff member to thank every team member for any positive safety or workplace behaviours. Let people know that this technique will help them talk openly about safety. Also, keeps your positivity ratio high. Write down who you are thankful for (start with this to get ball rolling): | |
| **2. Story** | |
| Write down a story about great safety behavior that you saw in the workplace (and want to reinforce) and thank the person. If you have no story, ask someone else to tell a story. Can also be outside work, if safety related. Incorporate your company values, where possible. Get senior leaders to tell their stories. | |
| **3. Performance Data** | |
| Go through your performance information. Where possible, show colourful charts or pictures, to help people understand. Encourage people to improve and the reasons why. | |

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| **4. Safety Issues** | | |
| Ask people what they thought the main issues were. Remember, ask don’t tell. If no-one speaks up, give examples and ask for solutions. Debate, if necessary. | | |
| **5. List Decisions Made with Person Responsible & Date for Completion** | | |
| Decision Made | Resp: | Date: |
| Decision Made | Resp: | Date: |
| Decision Made | Resp: | Date: |
| **6. Safety Theme** |  |  |
| Introduce or remind people about your safety theme. Refer to pictures, video content, animation and get people to discuss. If no safety theme, train people on a technique that you notice needs attention. | | |
| **7. Notes/Further Action** | | |
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