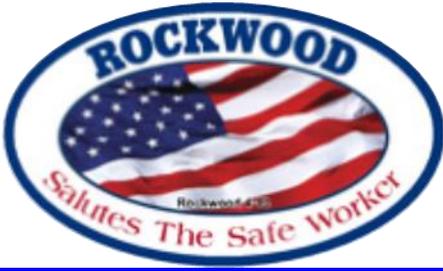


# Toolbox Safety Talks

## Communication

- 1) What are the hazards involved with lack of communication?
  - a. Accidents and injuries to yourself and others
- 2) What forms of communication do we have?
  - a. Verbal communication
  - b. Hand signals
  - c. Light signals
  - d. Audio signals (intercom, alarms, bell on the shuttle car or buzzer on a MBC)
  - e. Phone
  - f. Alarms on air monitors
- 3) What safe communication practices should be used?
  - a. Be concise, try not to talk in riddles, and use only enough words that you need to relay information
  - b. When you are done, tell the person to whom you are talking to tell you what you told him
  - c. When you are supposed to listen, then listen. You will have plenty of time to say what you want to say after the other person is done talking
  - d. When you notice that communication systems are not working, notify your supervisor immediately
  - e. Make sure all employees are trained in company specific communication signals
- 4) Can someone demonstrate some communication signals that we use at our workplace?
- 5) Do we have any signaling devices in need of repair?
- 6) Is there a way to improve our communication?
- 7) Has anyone had an accident or near-miss from failure to communicate?
- 8) Who here considers themselves a good listener and who does not? Why?



# Toolbox Safety Talks Communication

Date Presented: \_\_\_\_\_

Presented By: \_\_\_\_\_

### Attendance Sheet

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |



Rockwood Casualty Insurance Company (Rockwood) may provide safety management services to its insureds in order to reduce the risk of loss that may lead to insurance claims. The information and advice we provide is not intended to include all possible safety measures and controls. Rockwood does not warrant that losses and claims will be avoided or mitigated if our recommendations are followed. The safety management services we provide do not relieve the insured of its own duties and obligations with regard to safety matters, nor does Rockwood guarantee to the insured or others that the insured's property and/or operations are safe, healthful, or in compliance with applicable laws, regulations or standards. The insured remains responsible for its own operations, safety practices and procedures and should consult with legal counsel and safety professionals, of its own choosing, as it deems appropriate.