

# How to use safety talks

Once you have completed the necessary job safety analysis (JSA) for each particular job or workplace, you will have identified the hazards and planned to eliminate or contain them. When the hazard cannot be eliminated or contained, controls need to be put in place to reduce the risk of injuries or illnesses for workers.

A safety talk is a hands-on way to remind workers of these controls, how they work, and that health and safety are important on the job. Safety talks deal with specific problems in the workplace. They do not replace formal training.

Each safety talk addresses a specific hazard. You can use them to remind workers about the health and safety requirements for the tools, equipment, materials, and procedures they use every day or for particular parts of the job.

Each safety talk in this book will take about five minutes to present.

## Why give a safety talk?

Your objective is to help workers **RECOGNIZE** and **CONTROL** hazards on the project. You may be a supervisor, a health and safety representative, a member of the joint health and safety committee (JHSC), a safety officer, or someone with similar duties.

You give safety talks because you are responsible for advising workers about the existing or potential dangers to their health and safety. Using safety talks demonstrates both the employer's and workers' commitment to health and safety.

**REMEMBER:** A safety talk may be the only information workers receive about a particular tool, piece of equipment, type of material, or work procedure on the project. When choosing and presenting your talk, do everything you can to help workers remember and act on the message you deliver.

## What makes a safety talk work?

- Choose a talk suited to your site and work conditions.
- Deliver the talk where it will be most appropriate. That could be in the job office, out on the site, or near the tools and equipment you are talking about.
- Introduce the subject clearly. Let workers know exactly what you are going to talk about and why it is important to them.
- Refer to the safety talk for information, but wherever possible use your own words.
- Connect key points to things your crew is familiar with on the project.
- Pinpoint hazards. Talk about what could happen.
- Use information from the safety talk to explain how to control or prevent these hazards.
- Wherever possible, use real tools, equipment, material, and jobsite situations to demonstrate key points.
- Ask for questions. Answer them to the best of your knowledge. Get more information when necessary.
- Ask workers to demonstrate what they have learned.

Keep a record of each talk that you deliver. Include the date, topic, and names of attendees. Photocopy the Report Form at the back of this manual and use it to keep a record of each session.