

How to Lead Toolbox Talks

1

- Take Attendance- If you do not have an attendance sheet you can click this link [Attendance Sheet](#) and print one. After the toolbox talk is over scan it and send to delon.j.dixon@wmich.edu or you can drop it off at the service center located on the second floor of the Physical Plant

2

- Locate the Tool Box Talk- The tool box talks can be found on the Facilities Management webpage which all of your Ipads have a link for on the home page. If you having trouble finding them click this link and it will guide you there [Toolbox Talks](#).

3

- Picking the Topic- Ask your shop members what topic they would like to discuss out of the selection provided for the toolbox talks.

4

- Read and Watch- Read the information on the toolbox talk, then click the icon or photo at the bottom of the page, and there will be a video or informational content to read or watch.

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- Discussion- Once everyone has gone over the content you will ask them “what is their opinion on the information they read” and then ask “how does this relate to our shop, or have they experienced any issues with this topic while working?”
- Take Notes- Log any issues or concerns that come up during discussion and send them to me so I can further address them and try to get them resolved.

Questions?

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