

Major Contractors Group Healthcare in Construction



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Health Care in Construction Tool Box Talks

working well together



Toolbox Talks

HEALTHCARE IN CONSTRUCTION TOOLBOX TALKS

Presenters Notes



Healthcare in Construction

Toolbox Talks

- ◆ These Occupational Health Toolbox Talks have been designed and prepared to assist site management at all levels to deliver toolbox talks relevant to occupational ill health. Site personnel undertaking ill health related work e.g. asbestos removal, concreting should receive these talks.
- ◆ These talks have been laid out in a structured format utilising pictures and words in a flip chart presentation. This will assist the Manager/Supervisor who may have not received any formal training in presentation skills. It is to be used as guidance and an aid to assist in giving an effective and meaningful talk on specific work activities undertaken on site.
- ◆ The following guidance provides useful hints on the preparation necessary before giving a talk. Items to be considered include location and avoidance of distractions, how to gain and maintain the group's interest, and the correct method of question technique.
- ◆ The key points provide a guide only, there is no requirement to strictly follow the subject matter. The person giving the talk may enhance the presentation by using their own experiences, omitting points which they feel that are irrelevant.
- ◆ While the information on the following pages is structured to assist in the delivery of a toolbox talk, it must be stressed that this is not a substitute for formal training in the correct methods of instruction.

Instruction for Delivering these Toolbox Talks

Preparation

- Think about what preparation is required before the talk.
 - ◆ Location
 - ◆ Seating
 - ◆ Lumination
- Consider effective training aids you could use to enhance the talk
 - ◆ Flip charts
 - ◆ Live Examples

Reason for Giving the Talk

- Target all on site who would benefit from the training.
- Get the attention of operatives as quickly as possible, be enthusiastic and give a reason that will personally effect the audience e.g.:
 - ◆ Statistical information
 - ◆ Awareness of the hazards associated with the site

- Enhance your intention, make the audience more attentive by telling a dramatic story related to the subject.
- Formalise your talk by delivering in stages:-
 - ◆ Reasons
 - ◆ Aims
 - ◆ Incentives
 - ◆ Acknowledgement
- Decide on the key points that you wish to talk about:-
 - ◆ Chose those topics that are relevant to your site situation.
 - ◆ Concentrate only on relevant information at every stage.

Delivery of the Talk

Your attitude is important, apply the following to your teaching technique:-

- ◆ Be positive Know your subject
- ◆ Be firm Get the message across – don't get side-tracked, e.g. irrelevant questions
- ◆ Be confident Look at people, involve them in two way conversation
- ◆ Be serious Health and Safety is a serious subject, your overall approach should be professional and serious

You must communicate the message as clearly as possible.

Question Technique

Remember:-

- ◆ Ask the question
- ◆ Pause to give people time to think
- ◆ Nominate who you want to answer
- ◆ Confirm by further nomination

Conclusion

- Allow yourself time to read through the relevant talk and decide which points are relevant for the operatives at your workplace.
- A good beginning and a good end are important.
- Confirm by question and answer technique.
- Don't assume that you have all the knowledge on the subject; questions will show that you are open to gathering additional information from your group. Draw on others experiences.
- Don't be tempted to read all the information from the talk. Choose the stages which are relevant to your site. Use information cards to enhance presentation and information.