

Switch On Tool Box Talks

Core 4

SWITCH ON

1

SAFE TO START

2

COURAGEOUS CONVERSATIONS

3

ACT ON IT

4

ALL INCIDENTS
ARE PREVENTABLE

Series of 30
minute toolbox
talks designed for
Supervisors and
Team Leaders

Toolkits include:

- facilitators guide
- presentation
- videos
- posters, and
- handouts.

Resources for your Frontline Leaders

1 Switch On

The Switch On series of tool box talks are designed to remind and encourage your team about the importance of remaining focussed and aware of potential hazards in their work and non-work environments.

Session 1: Why Switch On?

This first session in the Switch On series is designed to introduce the concept of what it means to switch on to safety. By providing some introductory neuroscience, the importance of the Top 4 concept is reinforced as a personal motivation to Switch On.

Session 2: Switch On The Brain

This session is designed to provide additional information about the human brain and the direct impact this has on safety. The learning focus is on exploring the fact that we operate from our sub-conscious or auto-pilot most of our day. Reviewing strategies to help us Switch On.

Session 3: Switch On Others

The focus of this session is on the importance of people looking out for one another. Emphasis is placed on everyone looking out for each other.

2 Safe to Start

The Safe To Start tool box talk series is designed to reinforce the message that pre-planning and updating planning / risk assessments are critically important opportunities for identifying and managing risks.

Session 1: Safe to Start

Designed to explore what it means to be Safe to Start as an individual and as a team.

Session 2: Hazard Identification

The intention of this session is to involve personnel in identifying opportunities for improvement in both safety and efficiency in relevant processes on site.

Session 3: Managing Risks at Home

This session is designed to reinforce that safety is something that should be focused on not only at work but also at home or while involved in recreational activities.



Fact Sheet

safety|leadership|coaching

Switch On Tool Box Talks

3 Courageous Conversations

This series of tool box talks are designed to highlight that an essential part of a high performing culture of safety is a willingness of all employees to speak up if they perceive someone or something may put themselves or others at risk of an incident.

Session 1: Speaking Up for our Top 4

Identify what is a Courageous Conversation, emphasise the importance of it and learn to use the ACT model – Assess, Consider, Take Action.

Session 2: Practice makes perfect

Review definitions and key components and practise this critical skill. Role play scenarios customised to each client and industry.

Session 3: Check In's

Discuss impact of mental health, importance of intervention and tips for having 'are you ok' conversations and review available support resources.

4 Act on It

These sessions are designed to reinforce the cultural norm that we individually and collectively choose to operate above the line and therefore address issues as they present themselves.

Session 1: Staying Above the Line

Introduce the concept of Above and Below the Line with emphasis on personal responsibility for safety.

Session 2: Switch On vs. Auto Pilot

Review brain model highlighting perception of risk, paying conscious attention to potential hazards and reporting risks. Commence Hazard Hunt campaign

Session 3: Act On It Acknowledgements

Review Hazard Hunt results, highlight contributions and encourage continuous improvement.

