

CS ENERGY PROCEDURE FOR  
**CONDUCTING TOOLBOX TALKS**  
**CS-OHS-30**

Responsible Officer: Health and Safety Manager

Approved: GM, Organisation Development

**Contents**

**1 Purpose ..... 2**

**2 Context ..... 2**

**3 Scope ..... 2**

**4 Responsibilities ..... 2**

    4.1 Managers .....2

    4.2 Superintendents and Supervisors.....2

    4.3 Health and Safety Coordinators/Advisors .....3

    4.4 Employees and Contractors .....3

**5 Application ..... 3**

    5.1 Toolbox Talk.....3

    5.2 Frequency .....3

**6 Recording and Measure..... 4**

**7 Monitoring and Review ..... 4**

**8 Reference Documentation ..... 4**

**Appendix 1: Monitoring and Review Checklist ..... 5**

**Version History**

1	Modified verification of attendance	B Johnson	12.02.11
0	Issued for implementation	B Johnson	24.01.11
Revision	Description	Originator	Date

## **1 PURPOSE**

The purpose of this procedure is to provide the minimum requirements for:

- attendance at Toolbox talks; and
- personnel to conduct Toolbox Talks effectively across CS Energy sites.

The primary aim for a Toolbox Talk is to communicate safety matters and other CS Energy information to educate and/or provide awareness to employees and contractors about creating and maintaining safer work conditions.

## **2 CONTEXT**

Toolbox Talks are formal meetings held to communicate health, safety, environmental and operational matters and reinforce the importance of being safe. On-going communication, education and awareness are essential for the reduction of incidents in our workplaces. These meetings provide increased awareness to employees and contractors about hazards present in our workplaces and the precautions which must be taken to eliminate or control them.

These meetings will ensure a clear and consistent message is communicated about business initiatives, changes to process and any other proactive matter that impacts on health and safety to enhance each person's understanding of their work and ensure a consistent and safe approach to undertake work.

It nurtures relationships embracing integrity, inclusiveness, safety awareness between leaders and their team.

## **3 SCOPE**

This procedure applies to all personnel across all CS Energy workplaces.

Toolbox Talks shall be conducted across all CS Energy sites with the manager, superintendent or supervisor to lead the meeting and encourage open discussion between themselves, employees and contractors.

## **4 RESPONSIBILITIES**

### **4.1 Managers**

Managers are responsible for:

- implementation of this procedure;
- ensuring sufficient resources are provided to effectively conduct Toolbox Talks;
- conducting Toolbox talks at their designated frequency;
- ensuring relevant topics are disseminated to all site personnel;
- provide site statistics on a monthly basis to include in CS Energy health and safety performance reports; and
- ensuring quality and effective Toolbox talks are carried out.

### **4.2 Superintendents and Supervisors**

Superintendents and Supervisors are responsible for:

- ensuring compliance with this procedure by all employees and contractors;
- conducting Toolbox Talks at their designated frequency;

- developing Toolbox Talk topics and adding to the CS Energy library of Toolbox Talk topics;
- conducting periodic review of process and report monthly on its effectiveness and application; and
- provision of appropriate training and support to all personnel in application of this procedure.

### **4.3 Health and Safety Coordinators/Advisors**

The Health and Safety Coordinators/Advisors are responsible for:

- providing support and advice to personnel;
- developing Toolbox Talk topics and adding to the CS Energy library of Toolbox Talk topics; and
- recording the site statistics on a monthly basis.

### **4.4 Employees and Contractors**

Employees and contractors shall:

- comply with the requirements of this procedure; and
- attend Toolbox Talks as requested and provide verification of attendance.

## **5 APPLICATION**

### **5.1 Toolbox Talk**

To conduct an effective Toolbox talk, the following criteria are to be applied:

- (i) The Toolbox Talk shall cover as a minimum:
  - previous safety incident and/or safety performance statistics
  - Toolbox Talk topic
  - team briefing items such as CS Energy/site initiatives that impact on the team.
- (ii) Encourage open discussion on such matters as changes to work, hazards identified, good safety practices observed, safety improvement ideas and other matters that impact on work.
- (iii) Actions raised from these meetings shall be followed up by the person leading the Toolbox Talk meeting.
- (iv) Form S1957, Health and Safety Toolbox Meeting Record, shall be completed to verify attendance.
- (v) Managers, Superintendents and Supervisors can draw from a library of Toolbox Talk Topics that are relevant to the time of the Toolbox Talk meeting. Additionally, the Site Manager can mandate a specific Toolbox Talk Topic to be delivered in a specific timeframe.
- (vi) All completed forms (S1957) are to be forwarded to the site health and safety department for record and reporting purposes.

### **5.2 Frequency**

Toolbox Talks are performed at regular frequency and the minimum targets set are:

- For operational sites  
Managers, Superintendents and Supervisors – one per week

- Brisbane office

Managers in the Brisbane Office – one per month

During overhauls, the Overhaul Manager shall set a specific frequency for the duration of the overhaul.

## 6 RECORDING AND MEASURE

Completed Toolbox Talk Meeting Record forms shall be forwarded to the site safety department for the Health and Safety Coordinator to collate, record and measure on a monthly basis for both the site and CS Energy reporting.

Toolbox Talks are a leading key performance indicator (**KPI**) measuring the Toolbox Talk occurrences with targets set for managers, superintendents and supervisors. The measure, expressed as a percentage, is:

$$\text{Toolbox Talk Occurrences} = \frac{\text{Number of Toolbox Talks conducted}}{\text{target number of Toolbox Talks}}$$

TARGET > 95% completed

## 7 MONITORING AND REVIEW

Periodic monitoring and review of Toolbox Talks carried out shall be conducted to determine and maintain the quality and effectiveness of Toolbox talks.

Monitoring and review shall be conducted at each site:

- at a frequency nominated by the site manager; and
- by the site manager or senior staff nominated by the site manager.

This will also be supplemented with periodic monitoring and review by CS Energy health and safety.

A checklist to qualify any monitoring and review performed on Toolbox talks is detailed in Appendix 1.

## 8 REFERENCE DOCUMENTATION

CS Energy Health & Safety Manual, CS-OHS-M-01

Form S1957 – Toolbox Talk Meeting Record

## APPENDIX 1: MONITORING AND REVIEW CHECKLIST

Effectiveness:    0 = Does not meet requirements  
                      1 = Partially meets requirements  
                      2 = Meets all requirements

Toolbox Talk Quality Elements	Effectiveness (0 - 2)	Comments
1. Verification of attendance is shown on the meeting record (attendance register).		
2. The Toolbox Talk covered all 3 areas (see structure).		
3. Feedback from previous Toolbox Talk provided.		
4. Discussion was encouraged.		

**Total Score :** \_\_\_\_\_

**% Effectiveness :** \_\_\_\_\_