STANDARD OPERATING PROCEDURE

Toolbox Talk SOP

Document no.	SOP-CON-002
Revision	1.0
Owner	Site Safety Officer
Effective date	September 15, 2026
Review cycle	Every 12 months

1. Purpose

To make sure every crew receives a short, relevant safety briefing before starting work, covering the hazards and controls for that day's tasks and any recent incidents.

2. Scope

Applies to daily or task-based toolbox talks delivered to all trades and crews on the construction site before work begins or before a new activity starts.

Definitions

Toolbox talk	A short, informal safety briefing, usually 5 to 15 minutes, focused on the hazards of the day's planned work.
Attendance register	The signed record showing who attended a toolbox talk and what topic was covered.

3. Responsibilities

Foreman	Selects the topic, prepares and delivers the talk, and collects attendance signatures from the crew.
Crew Member	Attends the talk, raises questions or concerns, and follows the controls discussed.
Safety Officer	Supplies talk topics and materials, spot-checks talks, and reviews attendance records.
Site Manager	Confirms toolbox talks are happening across all crews and addresses recurring concerns raised.

RACI matrix

Activity	Foreman	Crew Member	Safety Officer	Site Manager
Select the daily talk topic	R/A	I	C	I
Deliver the toolbox talk	R/A	I	C	-
Record attendance and sign-off	R	R	A	I
Follow up on raised concerns	R	I	A	C
Audit toolbox talk coverage	I	-	R	A

R = Responsible, A = Accountable, C = Consulted, I = Informed

4. Materials and PPE

Materials, tools and systems

- Toolbox talk topic bank or schedule
- Attendance register
- Site incident and near-miss log for recent examples
- Task hazard analysis or method statement for the day's work
- Pen and clipboard or tablet for sign-off

Personal protective equipment

- Hard hat
- High-visibility vest
- Safety boots

5. Procedure

Step	Task	Owner	Done
5.1	**Choose the topic for the day** Pick a topic based on the day's planned tasks, a recent incident or near miss, a scheduled program topic, or a hazard the foreman has noticed on site.	Foreman	☐
5.2	**Prepare the talk** Review the relevant task hazard analysis or method statement, gather any photos or examples, and note the key hazards and controls to cover in plain language.	Foreman	☐
5.3	**Gather the crew before work starts** Bring the assigned crew together at a safe location before tools are picked up, and confirm everyone scheduled to work that task is present. **Checkpoint:** Every crew member assigned to the task attends before work begins.	Foreman	☐
5.4	**Deliver the safety talk** Explain the day's task, the hazards involved and the specific controls, PPE and permits required, keeping the talk short and focused on that task.	Foreman	☐
5.5	**Share recent incidents or near misses** Mention any relevant recent incident or near miss from this site or a similar one, and explain what control would have prevented it.	Foreman	☐
5.6	**Invite questions and input** Ask crew members if they see any hazard not yet covered and encourage them to speak up about conditions they have noticed on site.	Crew Member	☐
5.7	**Address concerns raised** Answer questions on the spot where possible, and note any concern that needs a supervisor or safety officer decision before work can start. **Warning:** Do not start work if a raised hazard has not been controlled or resolved.	Foreman	☐
5.8	**Confirm PPE and equipment checks** Remind the crew to check their PPE and tools before starting, and confirm anyone missing required PPE gets it before work begins.	Foreman	☐

Step	Task	Owner	Done
5.9	**Collect attendance signatures** Pass around the attendance register and have each attendee sign their name against the date and topic covered. **Checkpoint:** The attendance register lists every attendee's signature against the correct date and topic.	Crew Member	☐
5.10	**File the talk record** Submit the completed attendance register to the site office or safety officer the same day for filing with the site safety records.	Foreman	☐
5.11	**Follow up on outstanding items** Track any concern or hazard raised during the talk through to resolution, and report back to the crew on what was done.	Safety Officer	☐
5.12	**Plan the next topic** Update the topic schedule based on upcoming tasks, weather changes or new equipment arriving on site.	Site Manager	☐

6. Quality checks

- Every working crew has a signed toolbox talk record for each work day.
- Talk topics match the hazards of the work actually being performed that day.
- Concerns raised during a talk are tracked to a documented resolution.
- Attendance registers are filed with the site safety records within 24 hours.

7. Records

- Signed toolbox talk attendance registers
- Topic schedule and content bank
- Log of concerns raised and their resolution

8. KPIs

- Percentage of work days with a completed toolbox talk record
- Number of hazards raised and resolved through toolbox talks
- Attendance rate against scheduled crew size

9. Common mistakes

- Reusing the same generic topic regardless of the day's actual tasks.
- Rushing the talk without checking everyone understood the controls.
- Not recording attendance, making it impossible to prove the briefing happened.
- Ignoring a concern raised during the talk instead of following up on it.

10. Revision history

Revision	Date	Description	Reviewed by
1.0	September 15, 2026	Initial release	Ilia Pirozhenko

Approval

Prepared by	Approved by	Date

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