General Operator Safety Toolbox Talk Template

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A discussion template for running a quick safety toolbox talk with your crew. Not a substitute for formal OSHA training — use this to reinforce topics already covered in certified instruction.

Date: _____ **Operator:** _____

PPE Check-In

- ☐ Confirm everyone has the correct PPE for today's tasks
- ☐ Ask if anyone's PPE is damaged or needs replacement
- ☐ Review any task-specific PPE requirements for the day

Hazard Awareness

- ☐ Discuss any new hazards introduced since the last talk (new equipment, layout changes, weather)
- ☐ Ask the crew if they've noticed any hazards that haven't been reported yet
- ☐ Review LOTO awareness — confirm no one bypasses lockout/tagout procedures

Electrical & Fire Safety

- ☐ Review location of nearest fire extinguishers and emergency exits
- ☐ Discuss any electrical hazards specific to today's work area
- ☐ Confirm no damaged cords, exposed wiring, or overloaded outlets are in use

Incident Reporting

- ☐ Remind the crew how and to whom to report an incident or near-miss
- ☐ Review that reporting near-misses is expected, not optional

Wrap-Up

- ☐ Ask if anyone has questions or concerns before starting work
- ☐ Document who attended and what topics were covered

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