Toolbox Talk Kit · Manufacturing

The six talks ready to print, each with its questions and its sign-in sheet, and a 52-week calendar to spread the topics over the year.

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How to use the kit

1. Spread the topics over the calendar, one per week, starting with your plant's hazards.
2. Before each talk, print its two pages: the script and the questions with the sign-in sheet.
3. Read it standing, in front of the crew, and ask the three questions before reading the expected answer.
4. File the signed sheet with the area's records and mark the week on the calendar.

Working guide from Fyware: not an official form or legal advice, and it does not guarantee compliance with any standard. The sign-in sheets record that each talk took place; they are not training certifications. Reviewed on October 29, 2026.

The talks one by one, and the simulator where each hazard is practiced: fyware.com/resources/toolbox-talks/

Forklift and pedestrian safety

For the start of the shift: blind spots, the horn, marked walkways and what to do before you step into the aisle.

DURATION
5 minutes

WHO LEADS IT
The supervisor or the safety lead, standing in front of the crew

WHEN TO USE IT
At the start of the shift, when forklifts and people on foot share the area or after the layout changes

WHAT TO BRING
A map of the area's marked walkways and, if possible, a parked forklift

Read it out loud

Good morning, everyone. Today's topic is a crossing that happens hundreds of times a shift: a forklift on one side, people on foot on the other.

The operator sees less than you think. A raised load blocks the front, the mast cuts the view and, in reverse, the operator looks over one shoulder. There are blind spots on both sides of the truck.

Picture a common scene. Someone leaves the break room reading their phone, steps into the aisle from behind a rack and walks right into a forklift backing up. The operator sounded the horn, but the person had earbuds in.

If you are on foot: use the marked walkways, stop before you cross, look both ways and make eye contact with the operator. If the operator hasn't seen you, you don't cross.

If you are driving: slow down and sound the horn at cross aisles and blind corners, keep your speed down where people walk and, if the load blocks your view, travel with the load trailing or ask for a spotter.

Nobody walks next to a moving forklift, stands or passes under raised forks or rides on the forks. And a walkway blocked by a pallet gets reported right away.

To wrap up: in the aisle, the person on foot always loses. Checking that the operator saw you takes three seconds.

What OSHA says

- 29 CFR 1910.178 requires the driver to slow down and sound the horn at cross aisles and wherever vision is obstructed, to travel with the load trailing when it blocks the forward view (1910.178(n)(4)) and to look in the direction of travel (1910.178(n)(6)).
- No one may stand or pass under the elevated portion of a truck, loaded or empty (1910.178(m)(2)), and unauthorized riders are not allowed (1910.178(m)(3)). Where forklifts are used, aisles need safe clearances, are kept clear and, when permanent, are marked (1910.176(a)).

Source: OSHA, 29 CFR 1910.178 (Powered industrial trucks) and 1910.176 (Handling materials, general), current text. Reviewed on October 29, 2026.

Questions for the crew

1. **What do you do before crossing an aisle where forklifts run?**
   Expected answer: Stop before the crossing, look both ways and make eye contact with the operator. If the operator hasn't seen me, I wait. Drivers must slow down and sound the horn at cross aisles (1910.178(n)(4)).
2. **Why does the operator sometimes not see people on foot?**
   Expected answer: Because the load, the mast and driving in reverse create blind spots. That is why the driver travels with the load trailing when it blocks the forward view (1910.178(n)(4)) and looks in the direction of travel (1910.178(n)(6)).
3. **Where is nobody allowed to stand?**
   Expected answer: Under the raised forks, loaded or empty (1910.178(m)(2)), or between a truck and a bench or wall it is driving toward (1910.178(m)(1)). And nobody rides a forklift without a safe place to ride (1910.178(m)(3)).

Sign-in sheet

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Working guide from Fyware: not an official form or legal advice. This sheet records that the toolbox talk took place; it is not a training certification.

Practice this hazard: fyware.com/pedestrian-forklift-safety-simulator · More toolbox talks: fyware.com/resources/toolbox-talks/forklift-pedestrian-safety

Forklift safety

For the start of the shift: the pre-use check, how to carry the load and why only certified operators drive.

DURATION
5 minutes

WHO LEADS IT
The warehouse supervisor or the safety lead, next to a forklift

WHEN TO USE IT
At the start of the shift, when a new operator starts or when a different type of truck arrives

WHAT TO BRING
A parked forklift and the company's pre-use checklist

Read it out loud

Good morning, everyone. Today we talk about the forklift, the machine that moves around us more than any other in this building.

Before the first load, the operator checks the truck: brakes, steering, horn, lights, forks, mast chains, tires and leaks. If something is wrong, the truck stays parked, out of service, and the supervisor hears about it.

Here is a situation that repeats. The shift starts late, someone skips the check to save five minutes and finds out in the middle of the aisle that the brakes are weak. With a load on the forks, that discovery is expensive.

While driving, keep the forks low and the load tilted back. Don't raise the load while moving, don't take corners fast and never carry more than the capacity on the data plate.

If the load blocks your view, drive in reverse looking where you are going, or ask for a spotter. On a ramp, keep the load on the uphill side.

Only people the company has trained, evaluated and certified drive a forklift. If you see someone on a truck without that certification, say something.

When you leave the truck: forks down, controls in neutral, power off and the brake set.

To wrap up: five minutes of inspection at the start of the shift save you from rushing in the middle of it. Today, every operator goes through the full checklist before turning the key.

What OSHA says

- Under 29 CFR 1910.178(l), only operators who have completed training and an evaluation may drive (1910.178(l)(1)), the employer certifies each one (1910.178(l)(6)) and evaluates their performance at least every three years (1910.178(l)(4)(iii)).
- Trucks are examined before being placed in service, at least daily (1910.178(q)(7)), and one that is not in safe operating condition is removed from service (1910.178(q)(1)). On grades over 10 percent, loaded trucks travel with the load upgrade (1910.178(n)(7)(i)).

Source: OSHA, 29 CFR 1910.178 (Powered industrial trucks), current text. Reviewed on October 29, 2026.

Questions for the crew

1. **What does the operator check before the first load?**
   Expected answer: Brakes, steering, horn, lights, forks, chains, tires and leaks, with the company checklist. Trucks are examined before being placed in service, at least daily (1910.178(q)(7)), and one that is not in safe operating condition is removed from service (1910.178(q)(1)).

2. **Who can drive a forklift here?**
   Expected answer: Only operators the company has trained and evaluated (1910.178(l)(1)), with a certification that lists the operator, the training date, the evaluation date and who performed them (1910.178(l)(6)). The evaluation is repeated at least every three years (1910.178(l)(4)(iii)).

3. **What do you do when you leave the forklift?**
   Expected answer: Forks fully lowered, controls in neutral, power off and brakes set; on an incline, the wheels are blocked (1910.178(m)(5)(i)).

Sign-in sheet

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PPE

For the start of the shift: what to check on your PPE before you start, what to do when it is damaged and why rings and bracelets count too.

DURATION
5 minutes

WHO LEADS IT
The supervisor or the safety lead, standing in front of the crew

WHEN TO USE IT
At the start of the shift, when new people start or when the area's PPE changes

WHAT TO BRING
The PPE the area uses: hard hat, safety glasses, gloves, hearing protection and safety shoes

Read it out loud

Good morning, everyone. Today's topic is the gear you are wearing right now: hard hat, safety glasses, gloves, hearing protection and safety shoes. We use it every day, and that is exactly why we stop noticing it.

PPE is the last barrier. Before it come machine guards, procedures and the way the area is laid out. PPE is there for when those fail, so it has to be complete and in good shape at the moment nobody expects anything to happen.

Picture a scene that repeats in many plants. Someone wears their safety glasses on their forehead because they fog up, walks past the grinder in the next cell and a chip hits their eye. The glasses were two inches away.

Before you start, check your gear: a hard hat without cracks and with its suspension complete, glasses without scratches that block your view, gloves without holes and right for the task, clean earplugs and shoes with the toe cap and sole in good condition.

If something is damaged, report it right away. Don't patch it with tape, don't borrow someone else's and don't keep working with it: damaged PPE is not used, and the company replaces it.

And something many people forget: rings, bracelets, chains and loose hair are a hazard too, especially near rotating parts. A ring that catches can do more damage than the impact the glove protects you from.

To wrap up: PPE protects while it is on, complete and in good shape, from the start of the shift to the end.

What OSHA says

- 29 CFR 1910.132 requires the employer to assess the workplace hazards and select PPE for them (1910.132(d)(1)) and to train each employee in when PPE is necessary, which PPE, how to put it on, adjust it and take it off, its limitations and its care (1910.132(f)(1)); the employee shows they understand before doing the work (1910.132(f)(2)).
- Defective or damaged PPE shall not be used (1910.132(e)), and in general the employer provides it at no cost to employees (1910.132(h)(1)).

Source: OSHA, 29 CFR 1910.132 (Personal protective equipment, general requirements), current text. Reviewed on October 29, 2026.

Questions for the crew

1. **What do you check on your PPE before starting?**
   Expected answer: That the hard hat has no cracks, the glasses let me see clearly, the gloves have no holes and fit the task, the earplugs are clean and the shoes are in good shape. Defective or damaged PPE is not used (1910.132(e)).

2. **Who pays for the PPE?**
   Expected answer: In general, the employer provides it at no cost to employees (1910.132(h)(1)). One exception: non-specialty safety-toe shoes and prescription safety glasses the employer allows to be worn off the job (1910.132(h)(2)).

3. **Why is PPE the last barrier?**
   Expected answer: Because guards, procedures and the layout come first. The employer assesses the hazards before choosing the PPE (1910.132(d)(1)) and trains each person in when it is needed, how to wear it and its limits (1910.132(f)(1)).

Sign-in sheet

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Fire extinguishers

For the start of the shift: where the area's extinguishers are, how to use them, when to give up and why nothing goes in front of them.

DURATION
5 minutes

WHO LEADS IT
The supervisor, the safety lead or someone from the fire brigade

WHEN TO USE IT
At the start of the shift, after a layout change or before an evacuation drill

WHAT TO BRING
One of the area's extinguishers, not discharged, and the map of exit routes

Read it out loud

Good morning, everyone. Today we talk about the fire extinguishers in our area: where they are, how to use them and, above all, when not to.

An extinguisher is for a fire that is just starting, a small one. If the fire is bigger than you, if smoke is filling the space or if you don't have a clear way out behind you, the right call is to leave and sound the alarm.

Picture a common scene. Someone parks a pallet in front of the extinguisher, just for five minutes. In those five minutes a fire starts in the electrical panel next to it, and the person who runs to put it out loses seconds moving the pallet.

Let's agree on how to use one, with the word PASS: pull the pin, aim at the base of the fire, squeeze the handle and sweep from side to side, keeping your distance and with the exit behind you.

Each extinguisher works on the fire classes shown on its label. Water on a live electrical panel is a shock hazard. If you are not sure, leave and report it.

And remember: nothing goes in front of an extinguisher, nobody uses one to prop a door open and, if one was used, even a little, report it so it gets recharged.

To wrap up: today, each of you finds the extinguisher closest to your workstation and the exit closest to it.

What OSHA says

- Where portable extinguishers are provided for employee use, 29 CFR 1910.157 requires an educational program on the general principles of extinguisher use and the hazards of fighting a fire in its early stage (1910.157(g)(1)), upon initial employment and at least annually thereafter (1910.157(g)(2)).
- Extinguishers are mounted, located and identified so that they are readily accessible (1910.157(c)(1)) and visually inspected monthly (1910.157(e)(2)).

Source: OSHA, 29 CFR 1910.157 (Portable fire extinguishers), current text. Reviewed on October 29, 2026.

Questions for the crew

1. **When do we try to put out a fire and when do we leave?**
   Expected answer: We try only if the fire is small, the extinguisher is the right class and the way out is clear behind us. Otherwise we leave and sound the alarm, following the plant's emergency action plan (1910.38).
2. **Where do you aim the extinguisher?**
   Expected answer: At the base of the fire, sweeping side to side and keeping your distance. Aiming at the flames wastes the agent.
3. **What do you do if an extinguisher is blocked or has been used?**
   Expected answer: Clear it right away if it is safe to do so and tell your supervisor; if it was used, report it for recharge. Extinguishers must be readily accessible (1910.157(c)(1)) and are visually inspected monthly (1910.157(e)(2)).

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Fall protection

For the start of the shift: when an edge needs fall protection, what to check on the harness and the anchor, and who is trained to use it.

DURATION
5 minutes

WHO LEADS IT
The supervisor or the safety lead, before the task

WHEN TO USE IT
At the start of a shift with work at height, or when the work area changes

WHAT TO BRING
A full-body harness, a lanyard and the task's job hazard analysis

Read it out loud

Good morning, everyone. Today's topic is falls, and it starts with a number: in general industry, OSHA requires fall protection when a walking-working surface has an unprotected side or edge 4 feet or more above a lower level.

That includes a mezzanine without guardrails, an open-sided platform on the line or a maintenance catwalk. It doesn't matter if the job takes two minutes.

Picture a scene that repeats. One bolt is missing to finish the job, the harness was left down below and someone decides to go up for just a minute without tying off. A fall doesn't wait for the minute to be over.

Before you go up, check your harness, its stitching, buckles and lanyard, and confirm that the anchor point was chosen for this and that the task was reviewed. Anything damaged comes out of service.

Anyone who uses a personal fall protection system is trained before being exposed, by a qualified person. Without that training, you stay on the ground.

There is work below too: barricade the area, don't leave loose tools up top and don't walk under someone who is working.

To wrap up: if conditions change, if there is no anchor or if something looks wrong, stop and tell your supervisor before you continue.

What OSHA says

- 29 CFR 1910.28(b)(1)(i) requires protection for each employee on a walking-working surface with an unprotected side or edge 4 feet (1.2 m) or more above a lower level.
- Before any employee is exposed to a fall hazard, the employer provides training (1910.30(a)(1)) given by a qualified person (1910.30(a)(2)). Personal fall protection systems are inspected before initial use during each workshift (1910.140(c)(18)).

Source: OSHA, 29 CFR 1910.28 (Duty to have fall protection), 1910.30 (Training requirements) and 1910.140 (Personal fall protection systems), current text. Reviewed on October 29, 2026.

Questions for the crew

1. **At what height does OSHA require fall protection in general industry?**
   Expected answer: At 4 feet (1.2 m) or more above a lower level, on any walking-working surface with an unprotected side or edge (1910.28(b)(1)(i)).
2. **What do you check on your harness before using it?**
   Expected answer: Stitching, webbing, buckles, D-rings and lanyard, looking for wear, damage, mildew or deterioration. Personal fall protection systems are inspected before initial use during each workshift, and defective components are removed from service (1910.140(c)(18)).
3. **Who can work with a personal fall protection system?**
   Expected answer: Someone trained by a qualified person before being exposed to the fall hazard (1910.30(a)(1) and (a)(2)), and retrained when the workplace or the equipment changes (1910.30(c)).

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Overhead cranes and rigging

For the start of the shift: what to check before a lift, how to work with the signal person and why the area under the load stays empty.

DURATION
5 minutes

WHO LEADS IT
The supervisor or the safety lead, with the operator and the signal person

WHEN TO USE IT
At the start of a shift with lifts, or when the type of load changes

WHAT TO BRING
The area's slings, chains or wire rope and the agreed hand signals

Read it out loud

Good morning, everyone. Today we talk about overhead cranes and rigging, a team job between the person running the crane, the person rigging and the person giving signals.

Before you lift, check the hook and its latch, the wire rope, the chains and the slings. A broken wire, a stretched link or a cut sling means the lift does not happen.

Picture a common scene. The load comes up a little crooked, the operator tries to fix it while traveling and it starts to swing. If someone is underneath, the problem is no longer the load.

The simplest rule is also the most important: nobody stands under a suspended load, and nobody walks across the path it is going to travel.

The operator takes signals from one signal person, agreed on before starting. If they lose sight of each other, everything stops.

Never lift more than the rated load marked on the crane, and don't improvise the rigging. If you are not sure about the weight, ask before lifting.

Before moving, tell the people in the area and look at the whole route, from pickup to set-down. If someone shows up in the path, the load waits, stopped and low.

To wrap up: only designated people run the crane. Today, each of you checks your own rigging before the first move.

What OSHA says

- Under 29 CFR 1910.179, only designated personnel may operate a crane (1910.179(b)(8)), no load exceeds the rated load (1910.179(n)(1)), the load is secured and balanced before it is lifted more than a few inches (1910.179(n)(3)(i)) and the operator avoids carrying loads over people (1910.179(n)(3)(vi)).
- Hooks are visually inspected daily for deformation or cracks (1910.179(j)(2)(iii)), and each sling and its attachments are inspected every day before use by a competent person designated by the employer (1910.184(d)).

Source: OSHA, 29 CFR 1910.179 (Overhead and gantry cranes) and 1910.184 (Slings), current text. Reviewed on October 29, 2026.

Questions for the crew

1. **What do you check before a lift?**
   Expected answer: Hook and latch, wire rope, chains and slings. Hooks get a daily visual check for deformation or cracks (1910.179(j)(2)(iii)), and slings and their attachments are inspected each day before use by a competent person the employer designates (1910.184(d)).
2. **Where does everyone who is not running the crane stand?**
   Expected answer: Away from the area under the load and out of its path. OSHA requires the employer to have the operator avoid carrying loads over people (1910.179(n)(3)(vi)).
3. **Who can run the overhead crane?**
   Expected answer: Only designated personnel (1910.179(b)(8)). And while a load is suspended, the operator does not leave the controls (1910.179(n)(3)(x)).

Sign-in sheet

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Yearly toolbox talk calendar

One topic per week; the topics are a suggestion. The editable version, with dates that update on their own and a log of the talks held, is in Excel: fyware.com/descargas/toolbox-talk-calendar-and-sign-in-sheet.xlsx

Week	Date	Topic	Held?
1		Forklift and pedestrian safety	
2		Housekeeping	
3		PPE	
4		Hand safety and pinch points	
5		Fire extinguishers	
6		Hand and power tools	
7		Fall protection	
8		Unsafe acts and unsafe conditions	
9		Overhead cranes and rigging	
10		Forklift safety	
11		Hearing protection	
12		Electrical safety	
13		Lifting and ergonomics	
14		First aid	
15		Exit routes and evacuation	
16		Heat stress	
17		Complacency and rushing	
18		Safety signs and labels	
19		Ladder safety	
20		Welding and hot work	
21		Chemicals and safety data sheets	
22		Confined spaces	
23		Near miss reporting	
24		Line of fire	
25		Stop work authority	
26		Your area's own topic	
27		Forklift and pedestrian safety	
28		Housekeeping	
29		PPE	
30		Hand safety and pinch points	
31		Fire extinguishers	
32		Hand and power tools	
33		Fall protection	
34		Unsafe acts and unsafe conditions	
35		Overhead cranes and rigging	
36		Forklift safety	
37		Hearing protection	
38		Electrical safety	
39		Lifting and ergonomics	

Week	Date	Topic	Held?
40		First aid	
41		Exit routes and evacuation	
42		Your area's own topic	
43		Complacency and rushing	
44		Safety signs and labels	
45		Ladder safety	
46		Welding and hot work	
47		Chemicals and safety data sheets	
48		Confined spaces	
49		Near miss reporting	
50		Line of fire	
51		Stop work authority	
52		Your area's own topic	

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