



TAILGATE

HUMAN-CENTRED HEALTH and SAFETY TRAINING MATERIALS

TOOLBOX TALK: Checking-In Without Making It Weird

Date:

Crew / Site:

How to Use This Safety Talk

This is a short, practical conversation guide - not a lecture. Read it in your own words make it personal for your crew by adding site specific examples,, something you noticed recently. You don't need to memorize anything or sound polished. If it feels natural, it will land better.

Opening

Before we get going, I want to talk about something that's actually part of our legal responsibility as supervisors and coworkers - communication.

The OSHA is clear that safety depends on people speaking up and supervisors paying attention. But we all know that's easier said than done.

Most of the time, people can tell when something's off. Someone's quieter than usual. More frustrated. Not themselves. But we don't say anything because we don't want to make it awkward or say the wrong thing.

Here's the thing: **due diligence doesn't mean having perfect conversations.** It means noticing, checking in, and not ignoring warning signs.

You don't need the right words. You just need to be willing to notice.

Why This Matters

When people feel unseen or unheard:

- Focus drops
- Communication breaks down
- Mistakes increase
- Trust erodes

Silence sends a message too - even if we don't mean it to.

The Tool: The Simple Check-In

You don't need a long conversation. Just ask:

- "How's work going today?"
- "Anything making it harder than usual?"
- "What do you need from me right now?"

No fixing. No diagnosing. Just listening. That alone can change how safe someone feels at work.

Quick Crew Check-In (Optional)

Just a couple quick questions - keep it simple.

- If someone's having a rough day, what helps them feel supported here?
- What makes a check-in feel helpful instead of uncomfortable?

There are no right answers - just honest ones.

Supervisor Note:

Checking in early builds trust and trust improves communication.

Communication keeps people safe.

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Attendance Sheet

Company/Site: _____

Date: _____ Supervisor Name: _____

Workers in Attendance:

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

13 _____

14 _____

15 _____