

Toolbox talk

Flash card activity

This activity is a flash card game which exercises the target learners' understanding of a good toolbox talk. Conduct this activity during a safety training. Bring with you the Toolbox talk flash cards that contain questions for the target learners to answer. Each question has corresponding points depending on the level of difficulty. If the activity is intended for competition, the points will be used to determine the winner. The target learners should have read the brief or watched the animation before conducting the activity.



Objectives: After completing this activity, the target learners should be able to

- Recall knowledge of conducting a toolbox talk, particularly its importance and the five key actions on how to do it right
- Recognise how to use the five key actions for toolbox talk

Target learners: All ranks – as many as possible should participate in this activity

Duration: 15-30 minutes

	TRAINING OFFICER	TARGET LEARNERS
1 /	<p>This activity can be conducted individually, in pairs, or in teams.</p> <p>Using the flash cards on pages 3 to 6, ask the questions to the target learners.</p>	<p>Answer the questions in the flash cards.</p>
2 /	<p>Award the card to the individual or team who is able to answer the question correctly.</p> <p>If the card is not answered correctly, place the card at the bottom of the deck and draw a new card.</p> <p>Repeat the process until all flash cards have been answered correctly.</p>	<p>Collect the cards you have answered correctly.</p>
3 /	<p>Tell the target learners that you will conclude the activity with an exchange of ideas on how to apply your learnings. Use the technique described in the box that follows.</p> <p>Recognise the target learners for their participation in the activity and reward the individual or team with the most points.</p>	<p>Share your learnings from the activity and join in an exchange of ideas on how to better your current day-to-day work based on what you have learned.</p>

Applying what we have learned

To ensure a deeper understanding of the topic, ask the target learners to reflect on how to use the learnings in their day-to-day work practices. Encourage them to share ideas on how to do this by asking questions like:

- What have we learned from this activity? What is new?
- How can we include these learnings in our day-to-day work?
- Is there something that we should do more or less of? Should we try out any new initiatives?
- What are the observable actions that we will introduce/change/try out?
- What can happen when we do so?

The trick is to keep probing to make the ideas more and more tangible, concrete, and observable. Ask “how” until the ideas are practical rather than stop at abstract ideas like “be more aware” or “keep safety in mind”.

Toolbox talk

Flash cards

1 point

When should a toolbox talk be conducted?

- a. After executing a job
- b. Right before starting a job
- c. During execution of a job



Answer: b

2 points

Which of the following statements is not true about toolbox talk?

- a. It is a dialogue among team members about safer and more effective job execution
- b. It is an effective method to refresh and share knowledge, clarify unclear matters, and cover last-minute safety checks
- c. It is done in the finalisation phase – right after completing a job
- d. It is done at the worksite right before starting a job



Answer: c

2 points

Where should a toolbox talk be conducted?

- a. At the worksite
- b. In the workshop
- c. On the bridge
- d. In the office



Answer: a

2 points

In which phase of the risk management process does conducting a toolbox talk belong?

- a. Preparation
- b. Execution
- c. Finalisation
- d. None of the above



Answer: b

2 points

Below are key actions for toolbox talk, except for which?

- a. Share your knowledge
- b. Utilise all safety efforts
- c. Correct wrong perceptions
- d. Ignore new ideas



Answer: d

2 points

To have a successful toolbox talk, you have to do the _____ key actions.

- a. Three
- b. Five
- c. Seven
- d. Nine



Answer: b

2 points

Which of the following should you do to motivate others to participate?

- a. Give opportunity for everyone to speak up
- b. Hold lengthy one-man speeches
- c. Both a and b
- d. a only



Answer: d

2 points

How should you correct wrong perceptions about safety?

- a. Constructively
- b. Negatively
- c. Defensively
- d. Disrespectfully



Answer: a

2 points

Below are characteristics of a good toolbox talk, except for which?

- a. Openness
- b. Trust
- c. Misunderstanding
- d. Aspiration



Answer: c

2 points

Which of the following should you do to utilise all safety efforts?

- a. Incorporate safety knowledge in every job
- b. Use safety procedures in all jobs
- c. Make safety the foundation of every job
- d. All of the above



Answer: d

3 points

During a toolbox talk, you are doubtful of the Chief Officer's instructions. You respectfully ask questions to intervene possible occurrence of an unsafe situation. What key action do you demonstrate?



Answer:
 Correct
 wrong
 perceptions

3 points

During toolbox talk, the Chief Officer discusses how to conduct the job safely. In turn, the AB shares a related experience in his previous ship; the Bosun explains best practices for the job; and the OS raises some concerns. What key action do the team demonstrate?



Answer:
 Share your
 knowledge

3 points

Before entering the ballast tank for inspection, the team conducts a toolbox talk. They come up with the idea of replacing the hand-held torch with the cargo light and helmet headlamp as means of illumination. What key action does the team demonstrate?



Answer:
Come up
with new
ideas

3 points

During toolbox talk, the Chief Officer encourages a timid crew member to participate in the discussion. The Chief Officer gives him an opportunity to share his previous experiences of the job. What key action does the Chief Officer demonstrate?



Answer:
Motivate
others to
participate

3 points

During toolbox talk, the team uses the prepared risk assessment as basis for their dialogue, discusses the hazards, and ensures safety as the foundation in completing the job. What key action does the team demonstrate?



Answer:
Utilise all
safety
efforts

