



Guidance to Toolbox Meetings

Toolbox meetings are basically informal forums for safety discussions. We currently require toolbox meetings at watch changes. We suggest that toolbox meetings are held for the bridge, engine room, and deck departments. These are 5-10 minute discussions between the crew going on watch and the crew coming off watch. The toolbox meeting form should be filled out by the on-coming watch.

Toolbox safety meetings are typically 5-10 minute meetings that are held by the supervisor of a department to discuss safety and work related issues with employees. These meeting can be used to address actual problems on the job—this is our primary intent as more extensive HSE topics are to be covered in HSE meetings. Toolbox meetings are a good mechanism for drawing on the experience of the workers and inform others of potential issues and dangers. Discussion may cover work practices, machinery, tools, equipment, materials, attitudes, and anything that may contribute to work-related issues. For example on the bridge the master or mate may discuss with the on-coming crewmen topics such as watch the port engine, the rpms are a bit high or seas are confused and suggest a best course or keep an eye on the weather as it may become too rough for deck work. **Tool box meetings are not turn over notes or running logs of what has been accomplished during the previous watch.**

Remember this is a safety forum. You all provide basic information to your shipmates—you need to capture that information in the form of a toolbox meeting and record what was discussed and with whom on the form. Toolbox safety meetings have been shown to be effective in alerting employees to workplace hazards and reducing incidents.