How to run a great toolbox meeting - checklist

Please complete the below checklist. Read the activities under each section, and tick the Yes/No boxes accordingly.

Yes – if you do the activities as per best practice; **No** – if you don't do them enough or at all.

1. Time it right	Yes	No
I usually schedule toolbox meetings first thing in the morning.	☐	☐
I hold one inspiring meeting a week rather than multiple lacklustre ones.	☐	☐
I repeat the same meeting allowing everyone to make it at least once.	☐	☐
I consider my team's schedule when scheduling meetings.	☐	☐
I always start meetings on time.	☐	☐
I always finish meetings on time.	☐	☐
Points: (Number of 'Yes' answers)		
2. Make it relevant	Yes	No
I always have a plan for my meetings.	☐	☐
I always keep the information relevant and interesting for my team.	☐	☐
I always confirm my staff understand me by using open-ended questions.	☐	☐
Points: (Number of 'Yes' answers)		
3. Vary the voices	Yes	No
I always consider if I can involve other people in the delivery of messages.	☐	☐
I let people with leadership potential to step up.	☐	☐
I always ensure that safety messages or policy updates come from me.	☐	☐
Points: (Number of 'Yes' answers)		

+1 Bonus tips	Yes	No
Sometimes I hold meetings outside the regular environment or order food.	☐	☐
Sometimes I invite guest speakers from outside the company.	☐	☐
I always answer all questions during meetings; honesty is important to me.	☐	☐
Points: (Number of 'Yes' answers)		

Total score: (total of points scored in each section)	

Evaluation

Count your total points per section. Give yourself one point for every 'Yes' answer.

If you ticked 'Yes' in the Bonus tips section, give yourself two points per tick.

Calculate your overall total score.

Scorecard

0-9 points   **Your meetings are pretty average, it's time to up your game.**

10-14 points   **Your meetings are above the average but there's still space to grow.**

15-18 points   **Well done! This is the way to go!**