



How to Use the Toolbox Talks for Club Employees

In September of 2003, CMAA signed an Alliance with OSHA to promote safe and healthful working conditions for membership club employees in the areas of hazard communication, record-keeping and respiratory protection issues. In February of 2005, CMAA renewed its Alliance and added a new focus area for landscaping and horticulture.

Through this Alliance, CMAA has developed toolbox talk template for you to use with your club employees. We encourage you to put safety on the agenda of each and every staff meeting. By continually educating your employees, you will make safety a priority thus preventing costly incidents at your club and ensuring the well being of your employees.

Utilize these tips to ensure your presentation is effective:

1. Please customize these templates to the culture of your club. They have been written as generalized templates to allow flexibility in presentation and usage.
2. Infuse these templates with additional details specific to machinery and/or specific situations to your facility.
3. Begin your presentation by getting the employees' attention and illustrate why this is important to them. Describe an accident involving the featured topic, if available.
4. Whenever possible, add a "show and tell" component to your presentation. For instance, when presenting on ladder safety, bring a ladder to your meeting and demonstrate proper usage.
5. Solicit feedback at the close of your presentation. Listen to your employees and find out if further training is needed. Encourage your staff to disclose potential hazards they have identified within their area of the club.
6. Share these templates with your supervisory staff as well as make them available as handouts for your staff meetings.
7. Keep records of these presentations utilizing the attached Safety and Health Education Record.

Through OSHA's Alliance Program this Toolbox Talk was developed as a product of the OSHA and CMAA Alliance for informational purposes only. It does not necessarily reflect the official views of OSHA or the U.S. Department of Labor.