

OpsPilot

Toolbox Talk — User Manual

Daily Safety Briefings That Change Behaviour · AI Engineering Co-Pilot



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What this guide covers — what a toolbox talk is for, how the OpsPilot module builds one that actually lands with a crew, what to have ready, and the one-to-two-page document you receive.

1. What is a toolbox talk?

A toolbox talk is a short, frequent safety briefing delivered to a crew before work — five to fifteen minutes that should change behaviour for the shift, not just tick a box. The ones that work share a shape: one clear message, a real story that makes the risk concrete, a specific and actionable control, and a couple of questions that pull local knowledge out of the crew.

OpsPilot builds to that shape and to *ISO 45001 §7.4* as a communication record. It is deliberately *not* an incident investigation — no fishbone, no 5-Why, no root-cause framing. Brevity is the product.

2. What the OpsPilot module does

Role	Responsibility
 AI Coach (OpsPilot)	Builds a talk with one clear message, a real memorable story, a specific actionable control (not “be careful”), and discussion questions that surface local knowledge — and keeps it to one or two pages.
 Presenter / Supervisor (you)	Know the crew, the site, and the real incidents and near misses that have actually happened. A real story from your site beats ten pages of generic content.

3. How it works — the guided process

#	Stage	What happens
1	Topic and crew	The subject (a hazard, recent near miss, seasonal risk or observation) and who it's for.
2	One key message	The single takeaway the crew must leave with.
3	The story	A real, specific, memorable example — people, place, outcome.
4	Hazards and controls	Up to three — no more — each with an exact, actionable control.

#	Stage	What happens
5	What's different today	The site-specific conditions on this shift.
6	Actions arising	Anything to capture on the talk record.
7	Sign-on & sign-off	The crew sign-on register and presenter sign-off.
8	Generate	Unlocks the Word document.

4. What you will be asked — have this ready

- The topic — a specific hazard, a recent incident or near miss, a seasonal risk, or a safety observation from site.
- A real story, ideally from your own site — the more specific, the more it sticks.
- The crew or trade it's for, and what's different about today's conditions.
- The one or two exact controls you want the crew to apply.

Tip — keep your answers short. The whole point is a talk a supervisor can read in ten minutes and a tired crew can absorb. Don't pad it.

5. What you receive — the output

A one-to-two-page Toolbox Talk (Word), read-aloud ready, containing:

- Why this topic matters today, in two or three sentences.
- The real story that makes it concrete.
- The key message and up to three specific controls.
- What's different on this shift, any actions arising, and the sign-on register with presenter sign-off — an ISO 45001 §7.4 communication record.

6. Worked example (illustrative)

Topic: a near miss where a spanner fell from a platform and landed where a worker had been standing moments earlier. The key message: tether tools at height, every time. The story is the near miss itself — named task, real platform, the gap of seconds that separated a near miss from a serious injury. The control is exact: tool lanyards fitted and clipped before going above the first handrail, no exceptions. What's different today: two crews working at different levels on the same structure. That talk changes behaviour because it's a real fright with a precise action — not “work safely at heights.”

7. Getting the best result

- **Use a real story.** A specific near miss from site beats any statistic.
- **Name the control exactly.** “Clip the lanyard before the first handrail”, not “be careful.”
- **Three controls maximum.** A crew remembers one message, not ten.
- **Capture the sign-on.** It's your communication record — and the actions arising are where it turns into change.

OpsPilot — AI Engineering Co-Pilot. Learn more at opsinnovatech.com