

Toolbox Talks

a safety briefing, ready to read to the crew

How to generate AI-powered toolbox talks from your policies or any topic you name, tune them to your company, and schedule, download and deliver them.

Version 1.0

User Guide · for end users

Screens captured July 2026

ShieldSphere's Toolbox Talks module writes the five-minute safety briefing for you, grounded in your own written policies and in plain language. Generate a talk from one of your policies so it reflects what that policy actually says, or describe any hazard to get a custom talk. Each one is a structured briefing you can tune, schedule, download and deliver.

WHAT'S IN THIS GUIDE

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1 What Toolbox Talks does

Toolbox Talks writes the five-minute safety briefing for you - grounded in your own policies, in plain language, ready to read to the crew before the shift.

There are two ways to get one:

1. **From a policy** - turn one of your written programs into a talk that reflects what your policy actually says.
2. **From a topic** - describe any hazard or safety concern and get a custom talk written for it.

Either way, you get a structured briefing - an overview, why it matters, the key points - that you can tune to your company, schedule, download and deliver.

READ BEFORE YOU DELIVER

Every talk is **AI-generated**. Review it, edit it, and adapt it to your worksite before you read it to employees - the AI does not know your floor the way you do.

2 Words you'll see

TERM	WHAT IT MEANS
Toolbox talk	A short safety briefing delivered to a crew, usually before a shift or task.
Generate from policy	Producing a talk from one of your existing written programs.
Custom talk	A talk generated from a topic you describe, rather than a policy.
Generation rules	Optional company-wide instructions - length, tone, required reminders - applied to every new talk.
Schedule	Setting a date to deliver a talk, from the calendar icon on a generated talk.

3 Generate from a policy

The talk your crew hears and the policy in your binder should say the same thing. Generating from the policy guarantees it.

Toolbox Talks → Available Policies → Generate

The screenshot shows the 'Toolbox Talks' interface within the TSC Safety application. On the left is a dark sidebar with a navigation menu. The main content area is titled 'Toolbox Talks' and includes a sub-header 'Generate AI-powered safety briefing documents from your policies'. Below this is a 'Tweak Toolbox Talk Generation' section with a text input field for optional rules. The interface is divided into two main columns: 'Available Policies' on the left and 'Generated Toolbox Talks' on the right. The 'Available Policies' column lists three policies: 'Personal Protective Equipment Program', 'Fire Prevention Program', and 'Hazard Communication Program', each with a '+ Generate' button. The 'Generated Toolbox Talks' column shows three generated talks, each with a 'Custom' button and a dropdown menu for actions like 'View', 'Schedule', 'Download', and 'Delete'.

TSC Safety
OWNER
Signed in as Matt Thompson

Organization Overview
CURRENT PROFILE
Demo Company

WORKSPACE
Site Overview
Compliance
AI Hazard Scanner
AI Job Hazard Analysis
AI Ergonomic Evaluation
Inspect
Incidents
SDS
ZeroState
Assets
Policies
Toolbox Talks
Trends
Employees
Profile Settings
Log out

Toolbox Talks

Generate AI-powered safety briefing documents from your policies

Tweak Toolbox Talk Generation
Optional company rules for new toolbox talks, such as length, tone, or required reminders.

E.g., Do not use more than 300 words. Mention our site-specific PPE rule. Keep the language at a 6th grade reading level.

Leave blank to use the standard ShieldSphere toolbox talk format.

Available Policies

Generate toolbox talks from your existing policies

- Personal Protective Equipment Program
May 26, 2026 + Generate
- Fire Prevention Program
May 26, 2026 + Generate
- Hazard Communication Program
May 20, 2026 + Generate

Generated Toolbox Talks

View, schedule, or download your toolbox talks

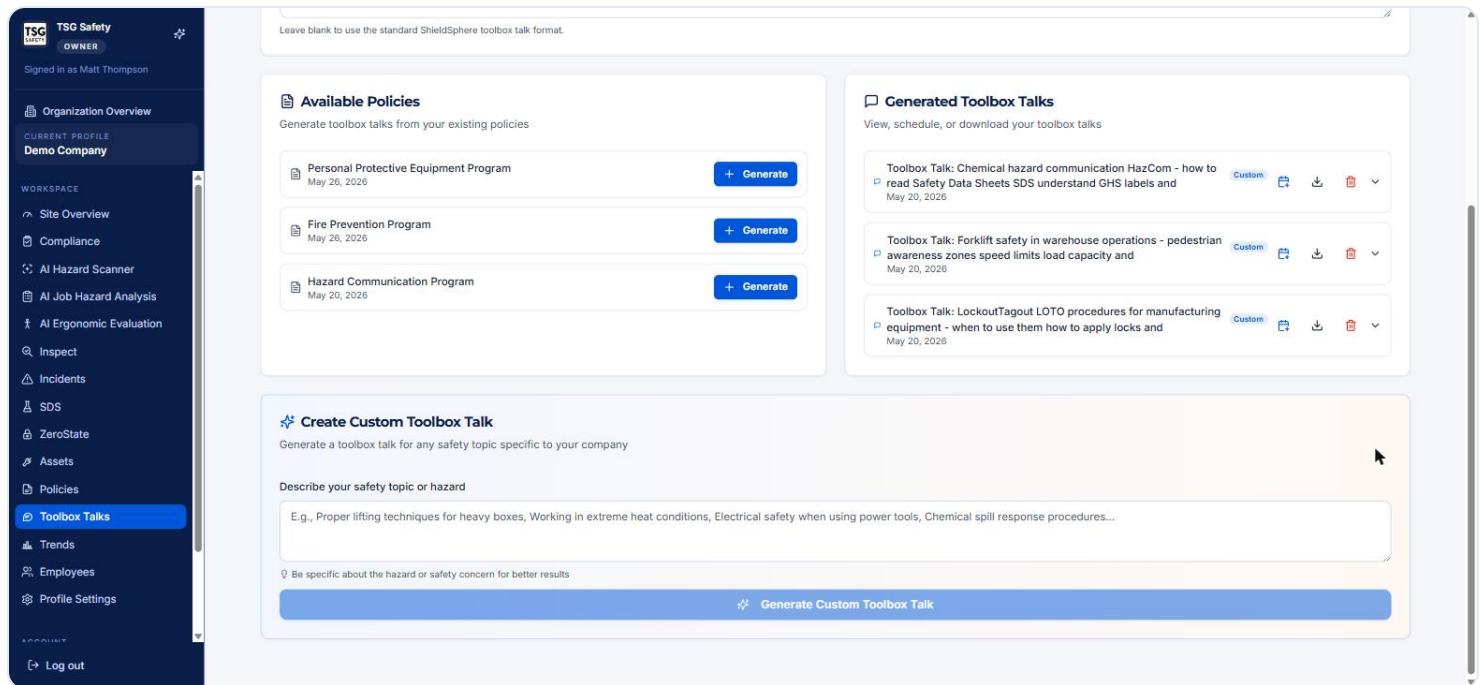
- Toolbox Talk: Chemical hazard communication HazCom - how to read Safety Data Sheets SDS understand GHS labels and
May 20, 2026 Custom [Icons]
- Toolbox Talk: Forklift safety in warehouse operations - pedestrian awareness zones speed limits load capacity and
May 20, 2026 Custom [Icons]
- Toolbox Talk: Lockout/Tagout LOTO procedures for manufacturing equipment - when to use them how to apply locks and
May 20, 2026 Custom [Icons]

Toolbox Talks home. Your written programs sit under **Available Policies** on the left; the talks you have already made are under **Generated Toolbox Talks** on the right.

Find the program under **Available Policies** and click **Generate**. In a few seconds a talk built from that policy appears in the **Generated Toolbox Talks** list, ready to open, schedule or download.

4 Create a custom talk

When the topic is not one of your policies - a seasonal hazard, a one-off task - describe it and let the AI write it.



Create Custom Toolbox Talk. Describe the hazard - "working in extreme heat", "chemical spill response" - and click **Generate Custom Toolbox Talk**. The more specific the topic, the better the result.

5 Set your company rules

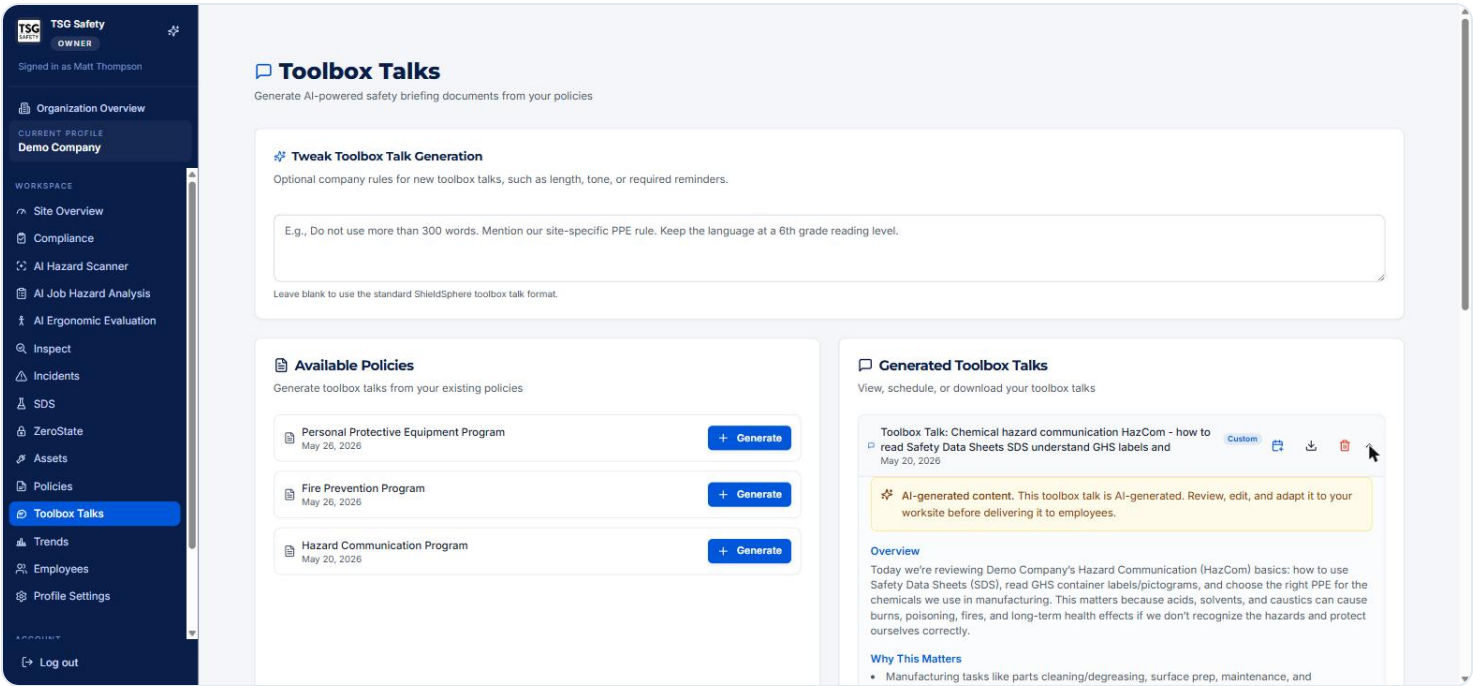
At the top of the module, **Tweak Toolbox Talk Generation** lets you set optional rules that apply to every new talk - a length cap, a reading level, a required reminder, a mention of a site-specific rule.

WRITE THE RULE ONCE

Something like "keep it under 300 words, at a 6th-grade reading level, and mention our hard-hat rule" set here shapes every talk you generate afterwards. Leave it blank to use the standard ShieldSphere format.

6 View, schedule and deliver

A generated talk is only useful once it reaches the crew. The controls on each one get it there.



Open a talk to read it. The chevron expands the talk in place - overview, why it matters, key points - with the AI-generated reminder at the top.

CONTROL	WHAT IT DOES
Chevron (expand)	Opens the talk's full text in place so you can read or review it.
Calendar	Schedules the talk for a delivery date.
Download	Saves the talk as a document to print or hand out.
Trash	Deletes the talk.

DELIVERING IT WELL

Read it aloud, then make it a conversation - ask the crew where the hazard shows up on your floor. A talk downloaded and signed is a training record; a talk that changes behaviour is the point.

7 Troubleshooting

SYMPTOM	CAUSE AND FIX
No policies to generate from	None have been created yet. Generate policies in the Policies module first, then return here.
The talk is too long or off-tone	Set a rule in Tweak Toolbox Talk Generation - length, reading level, tone - and generate again.
A custom talk missed the mark	Be more specific in the topic description - name the task, the hazard, and the setting.
I need a copy to hand out	Use the download icon on the talk.
The talk mentions something that is not true of our site	It is AI-generated - edit it before delivery. Never read a talk you have not reviewed.