

# Toolbox Talks

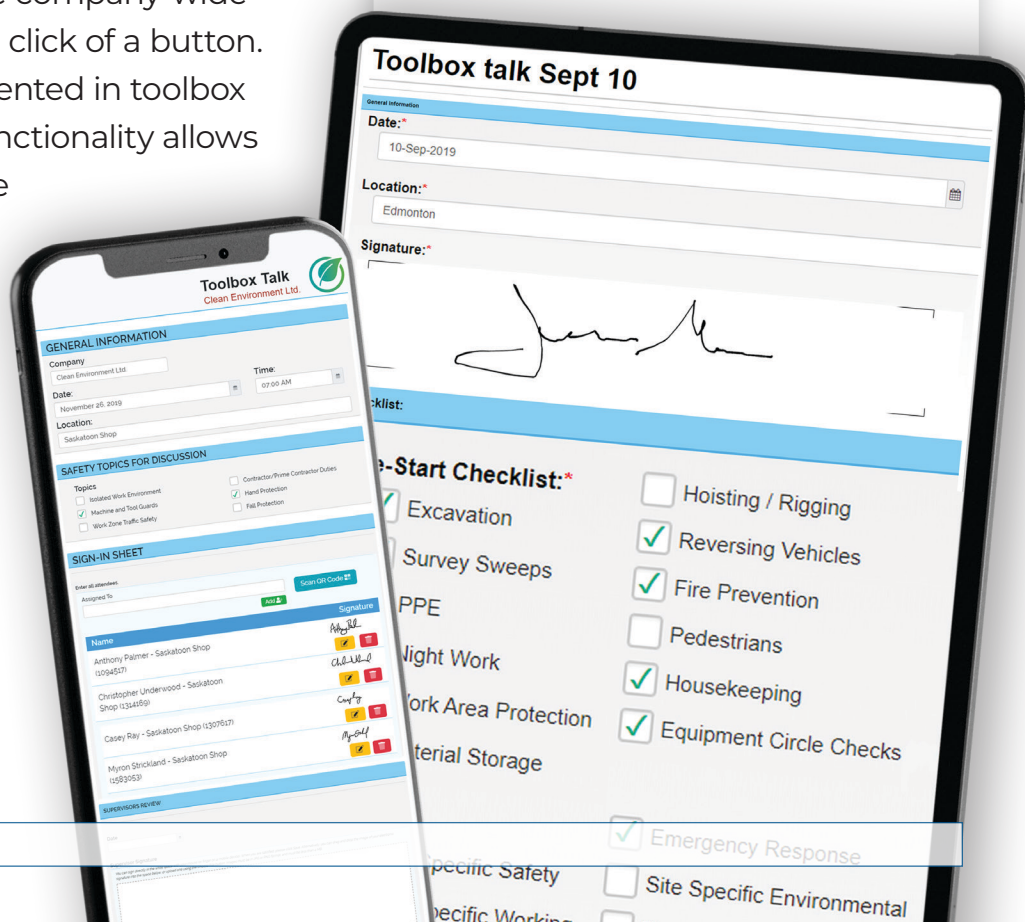
Capture, save, and organize all your toolbox talks in one accessible system

## A Complete Solution

Bistrainer can organize and store company-wide data that can be exported at the click of a button. This includes everything documented in toolbox talks or safety meetings. This functionality allows you to view important details like who attended the talks, how many safety talks have been hosted at a specific site, and view all previous toolbox talks held at your company. Everything is stored securely on the cloud, so you can go back and check attendance or use the same talk again in the future!

### BIStrainer Toolbox Talk Functionality

- Reporting and analytics dashboards
- Pre-made templates
- Compatible with interactive media
- Attendance tracking and data
- Training checklists and signoffs
- Date and time stamps
- Location tracking for each talk
- Instant compliance verifications



# Toolbox Talks Paper vs BIStrainer

## Paper

## BIStrainer

### Attendance & Signoffs

- Physically write in attendees
- Pass paper around and receive signoffs from attendees and supervisor
- Send papers and documents to head office
- File and organize paperwork
- One physical copy exists in one location

- ✓ Select names of attendees or scan QR codes
- ✓ Attendees and supervisors sign electronically
- ✓ Information is instantly accessible everywhere on mobile or desktop

### Location & Date

- Write in the location of each meeting and the date

- ✓ GPS location and date information are auto-populated into the form

### Reporting & Analytics

- Gather documents
- Check for missing documentation
- Review multiple paper documents
- Collate information
- Enter information into Excel or other data entry program
- Create graphs or reports based on the data

- ✓ View reports in the analytics dashboards or export pre-formatted excel documents

### Compliance

- Gather documents
- Check for missing documentation
- Make copies of documents for your records
- Organize documents
- Mail or show physical documents to the auditor

- ✓ Email documents as PDFs to the auditor or use built in reporting to show compliance

## BIstrainer Makes it Easier With:

### Attendance data

Attendance is crucial for emergency planning and compliance. And you can take attendance during your toolbox talks giving not only the supervisor attendance data but anyone with admin access to your BIStrainer portal. This data could help in the case of an emergency where you need attendance in an instant.

### Checklists and signoffs

Checklists have proven vital in many industries. Likewise, so have sign-offs. They can help prove compliance and can be viewed on your centralized network. BIstrainer will save all your signatures and you can prompt employees with the click of a button in order to follow all the daily compliance requirements.

### Date, time, and location stamps

BIstrainer digital forms are able to automatically stamp each toolbox talk with the date, time, and location of the meeting.

### Reporting and analytics through checkboxes

Everything that is entered into a digital form during a toolbox talk or safety meeting can be viewed in a reporting dashboard or downloaded as an Excel file giving you the transparency you need to show company-wide compliance and safety.

Any information that can be collected at a toolbox talk can be documented and turned into company-wide trend data. This gives you a real-time perspective giving you proof of your company's safety diligence.

### Weather

Gain access to real-time weather data through links on your digital forms. Then adjust your talks accordingly for hazardous weather conditions.