



FOR BUSINESSES

Workplace Safety Talk Guide

A ten-minute road-safety conversation for team meetings, toolbox talks and driver briefings.

1. Open (1 minute)

Explain that the team will spend a few minutes on road safety, because everyone here uses the road: driving, riding, walking or as a passenger.

2. Share the SANA message (2 minutes)

Every trip. Every driver. Every time. Ask: "What small decision did you make on the road today that kept you safe?"

3. Pick one topic (5 minutes)

Choose one topic that fits your team, for example distracted driving, fatigue or speeding. Read the SANA tips for that topic and ask the team to add their own.

4. Agree on one action (2 minutes)

Agree on one practical action the team will take this month, such as "phones away while driving" or "a break every two hours on long trips".

Discussion prompts

- When are you most tempted to check your phone while driving? What could help?
- What makes us rush on the road? How could we plan differently?
- How do you know when you are too tired to drive?
- What would make it easier to speak up when a colleague drives unsafely?

Tip: put up a SANA poster after the talk as a daily reminder. Free posters are available at the SANA resource library.



SANA: Safe and Noble Actions
Every trip. Every driver. Every time.

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