

# Conducting a Huddle Talk

Alchemy Communications provides Huddle Guides that correspond to Alchemy courses and observations. Conducting huddle talks with the monthly communication topic in mind helps to reinforce important learning points and enable more open communication with your team. Below are the instructions for utilizing this tool.

## Huddle Guide review

- Large, spiral-bound book with 4 lessons related to Alchemy courses
- Each lesson has two pages:
  - Employee view: Large image related to the lesson
  - Administrative view: Lesson points and discussion questions related to the image

## Conduct the Huddle Talk

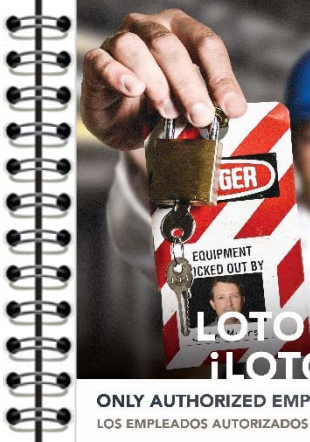
- Grab the Huddle Guide that corresponds your location's monthly communication topic
- Turn to the appropriate lesson, verifying that the large image is facing employees
- Talk through the various lesson points and discussion questions on the administrative page
- Identify any follow up or action items
- End the Huddle Talk

### C Administrative view


**LOTO ISN'T FOR EVERYONE!**  
**Only Authorized Employees Can Perform Lockout/Tagout.**  
Authorized employees who have been fully trained are the ONLY employees who may implement LOTO procedures to isolate and control potential hazardous energy, or perform service and maintenance on equipment.

- ✓ Authorized employees receive additional Lockout/Tagout training that is specific to their position and the equipment in use.
- ✓ Just turning off the power is not the same as performing a LOTO procedure. If you are familiar with equipment, someone else could turn it back on without your knowledge.

**Discussion Question**  
What could go wrong if you reached into a machine without doing LOTO first?



### B Employee view



**LOTO ISN'T FOR EVERYONE!**  
**¡LOTO NO ES PARA TODOS!**

**ONLY AUTHORIZED EMPLOYEES CAN PERFORM LOCKOUT/TAGOUT.**  
**LOS EMPLEADOS AUTORIZADOS SON LOS ÚNICOS QUE PUEDEN APLICAR EL LOCKOUT/TAGOUT.**

# Huddle Talk: Best Practices

## Best Practices

- **Keep it brief** – focus on just a few points at a time
- Conduct Huddle Talks frequently (weekly, even daily)
  - Before shifts or during breaks
  - Prior to a related scheduled task
  - After an incident or near miss
- Use the provided Program Checklists to identify and follow the monthly communication topic schedule
- Incorporate examples that relate the topic to your facility and employees
- Encourage employee participation with questions
  - Mix up the discussion by calling on different people

**DON'T TRY IT!  
¡NO LO INTENTE!**

YOU COULD ENDANGER THE LIVES OF YOU OR YOUR COWORKERS.  
PODRÍA PONER EN PELIGRO SU VIDA Y LA DE SUS COMPAÑEROS.

NEUTRALIZE  
NEUTRALIZAR

TEST  
PRUEBA

**DON'T SKIP STEPS!  
¡NO SE SALTE PASOS!**

LOTO ONLY WORKS WHEN YOU FOLLOW PROCEDURES.  
LOTO FUNCIONA ÚNICAMENTE CUANDO SE CUMPLEN CON LOS PROCEDIMIENTOS.