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TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

ACCIDENT FACTORS

Accidents on construction projects cause too many painful injuries and claim far too many lives. Our primary concern when we discuss the factors or causes behind an accident is to find a way to prevent a recurrence. The cause of an accident can be found in two areas -- **Unsafe Acts** and **Unsafe Conditions.**

As a construction worker, you control the first cause, **Unsafe Acts.** For example: a worker uses equipment that is defective or damaged, or they may use good equipment in a careless or other unsafe manner. Other examples of unsafe acts include disregarding posted warning signs, failure to wear a hard hat, smoking near flammables or explosives, working too close to power lines, handling chemicals or other hazardous materials improperly, putting your body or any part of it onto or into shafts or openings and lifting material incorrectly. (Just a short reminder -- always lift with your legs while keeping your back straight.)

The second accident factor or cause is **Unsafe Conditions** which can be found on many construction sites. Examples include inadequate or improperly installed guard rails or a lack of any guarding at all which most certainly will lead to an accident. Insufficient illumination, poor ventilation, electrical grounding requirements not observed, too few fire extinguishers available, containers that are not labeled, careless disposal of waste or excess material -- these are just a few of many unsafe conditions that may be caused by co-workers, subcontractors, or the general contractor.

You can make a difference by taking the time to perform your work safely and reporting any unsafe condition you discover to your supervisor immediately.

When the cause behind the accident is found, you'll find that safety on the job plays a major part in preventing that accident from occurring again. If everyone on the job cooperates, injury and death statistics will be reduced, and it will be much safer for you to do your job.

Accidents - Learn the cause - Find the solution. Ultimately the jobsite and your job will be safer.

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

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TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

ACCIDENT PREVENTION

As a construction worker, you are part of a team of skilled professional craft workers, and accident prevention is part of your job. It takes everyone's effort to keep a jobsite safe. There are many things you can do to help prevent accidents. Come to work fully rested; wear proper clothing and sturdy footwear; jewelry, watches and rings must be left at home. Use the correct personal protective equipment when the task requires it and keep this safety gear in good condition and replace it as necessary. Damaged or lost equipment should be reported to your supervisor. Keep your work area clean and neat. Don't let your housekeeping get out of hand.

Follow the warnings written on labels. Observe signs, regulations and procedures; ask your supervisor about any you don't understand. Never bypass safety valves or devices. Follow lock out - tag out practices where required to do so. Remove protruding nails or bend them over. Wipe up spills of oil, water, or grease. Keep walkways, aisles, traffic lanes and fire exits clear of debris and other materials. When working in new areas of the jobsite take a few minutes to look around to locate obvious hazards. Don't leave any floor openings unprotected. Cover floor holes securely or guard with standard guardrails. Make sure you have the right type and size of ladder. Climb it facing the rungs and be sure your hands are free to hold onto the ladder.

Check your electrical tools prior to use. Whenever possible plug into electrical outlets that are protected with GFCI'S. Do not use tools with split, broken, or loose handles. Watch out for overhead power lines. Store flammable liquids in approved containers. Shut off engines and let them cool down prior to refueling; and never smoke around flammables. Report any accidents to your supervisor. If you get injured get proper first aid and seek medical assistance if necessary. Keep your mind on your work. Drugs and alcohol don't have a place on the job. Horseplay and practical jokes cause accidents so keep them off the job. Practice accident prevention. Try your best to follow these guidelines and all of us will have a safer place to work.

GIVE YOUR UNDIVIDED ATTENTION TO SAFETY. PREVENTING YOUR ACCIDENT

DEPENDS MOSTLY ON YOU!

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

ACCIDENT INVESTIGATION

An accident investigation is required whenever a serious incident happens on the job. The less time intervening between the accident and the investigation, the more accurate the in- formation that can be obtained. Facts are more accurate because people have not had time to become biased by the opinions of others, memories are clearer, and more details are remembered.

Why do we investigate an accident? The reason is to obtain accurate information about what happened. What events led up to the accident; who was involved with the work; did anyone fail to follow procedures or did a piece of material or equipment fail? This information will be used to develop a conclusion regarding the physical cause of the accident.

Conditions at an accident scene are the only things that change faster than the opinions that evolve when there is a delay in compiling the facts. Much evidence is lost because it is removed from or altered at the accident site before any notice of it is taken or any record made. The contact phase of an accident is brief and initiates a wide spectrum of activity. People responding to an accident generally react rather than respond. Injured people are moved or removed for treatment. Equipment and other items are moved about to assist in the treatment of the injured party, and to provide passage or restore work. Prompt arrival at the scene allows the investigator to observe evidence before it has been removed or altered.

Since we all learn from accidents, the investigation will help us bring all the facts together, your input and involvement will help to assure that the necessary steps are taken to try to prevent a similar occurrence. All of us can learn from our mistakes. All of us can try to detect any existing hazards or improper procedures and report them to your foreman or supervisor immediately. Accidents are unplanned events, near misses let us know that there is a potential problem, and thorough accident investigations help us prevent recurrences.

EVERY EXTENSION CORD MUST HAVE A GROUND PRONG. HAVE YOU INSPECTED THE CORDS YOU USE?

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SUPERVISOR / FOREMAN Signature: _____

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TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

SAFETY AWARENESS

Safety Awareness is like almost everything else we do . . . it is learned, not instinctive. We aren't born with awareness for safety concerns . . . in fact anyone who has a young toddler or grandchild knows this first hand as they see them going around doing unsafe things constantly.

We learn through various means. Some learn by doing, others by watching, some by reading. Others learn by their mistakes or the mistakes of others which is one reason we post and talk about near misses and direct hits that we've had here and at other companies and locations throughout the country.

So how do you know you've developed good safety awareness? Here are some good examples of behaviors that suggest you have good safety awareness:

- Before you begin a job, you consider how to do it more safely
- You make sure you know how and when to use personal protective equipment
- As you work, you check you position to reduce strain on your body
- While you are working, you become aware of any changes in the area - people coming or going, jobs beginning or ending
- You start talking with others about safety

Monitor yourself today and see if you've got good safety awareness. If you don't, one of the best ways to gain further awareness is to step back and take a hard look at your or a coworker's actions as they are performing a job. Watch for risky actions. You will learn and if you're watching a coworker . . . share those observations with them to help them go home safely every day.

ATTENDEES: **Print Name**	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

THE COST OF AN ACCIDENT

Every accident has a cost associated with it and that is why it is important to stress safety on and off the job. The costs that are involved are both direct and indirect; however, the employee who was injured will be the one who pays the most. The costs associated with an accident are always more than just dollars and cents.

Direct Costs for the Employee
- Lost wages and overtime
- Doctor and hospital bills

Indirect Costs for the Employee
- Physical pain and suffering
- Mental anguish
- Lost time with family and friends
- Loss of productivity on and off the job
- Relationship strain

Direct Costs for the Employer
- Medical bills and workers' compensation claims
- Legal costs
- Insurance costs
- Property damage costs
- Wages being paid for a sideline worker

Indirect Costs for the Employer
- Loss of a valued employee
- Loss of productivity
- Replacing the lost worker (e.g. hiring and training costs)
- Damage to equipment or tools
- Time it takes to handle the injury claim
- Decrease in employee morale over the loss of an employee

ATTENDEES: Print Name	Signature

SUPERVISOR / FOREMAN Signature: _____

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TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

COMPLACENCY

Webster's Dictionary defines complacency as:
self-satisfaction especially when accompanied by unawareness of actual dangers or deficiencies

Complacency is perhaps one of the biggest problems we face in completing our day to day tasks. We are "used" to things being a certain way each time and unless the obvious comes right out and hits us . . . we can be oblivious to it all. This is state of mind can affect many things such as productivity, quality and safety.

Here is an example:
Aoccdrnig to a rscheearch at Cmabrigde Uinervtisy, it deosn't mttaer in waht oredr the ltteers in a wrod are, the olny iprmoetnt tihng is taht the frist and lsat ltteer be at the rghit pclae. The rset can be a toatl mses and you can sitll raed it wouthit porbelm. Tihs is bcuseae the huamn mnid deos not raed ervey lteter by istlef, but the wrod as a wlohe.

You probably didn't have much trouble reading that paragraph. It probably took you back at first, but then you could zip right through the text and understand the content. This is an example of how complacency works with our mind. We get used to words starting with certain letters and being a certain length and we skip right over it "thinking" we know what the word is.

In reading paragraphs, it's not a big deal . . . however when it comes to safety, complacency can be a literal "killer" on the job. Each moment we are working with hazardous energy, whether it be a large production machine, forklift, automobile, power tools, electricity or even walking from one end of the facility to the other, we must keep focused on the task at hand.

There is much danger in going into "autopilot" when working on the job. All too often we don't realize how complacent we are until we have a near miss or close call. Those events tend to jump start our hearts and focus our attention . . . at least for a little while, on the task at hand.

One technique found to be effective in battling complacency in your own actions is to watch the actions of other while they work. This has a dual-fold effect in that it raises your awareness as you examine the actions of a coworker as they are working, and it may raise your coworker's awareness if you share with them some of the observations you made that would allow them to do their job in a safer manner. It can be a win-win.

Try this technique today as you are working and feel yourself going into the complacent state of auto-pilot. You'll find it truly can work well . . . for everyone.

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TOOLBOX TALK

COMPLACENCY

ATTENDEES: Print Name	Signature

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

IT'S THE SUDDEN STOP THAT HURTS

Each year, falls result in many serious injuries, and approximately 20% of all falls are fatal. This means that for every five persons involved in a falling accident, one dies.
Let's spend the next few minutes talking about where falls occur and what we can do to prevent them.

Housekeeping

Good footing is the best way to avoid falls and good housekeeping is the best way to ensure good footing. Scrap lumber; trash; wire; and slippery areas caused by water, grease, or oil can cause falls.

Ladders

Taking ladders for granted has caused many falls. Many workers believe that they can use any ladder for any job. To be safe, however, select a ladder that suits the purpose. Be sure it's in good condition and that you place it securely. Keep both hands free for climbing and always face the ladder when going up or down. Don't carry tools with you.

Scaffolds

A scaffold should be solidly constructed like a permanent structure, even if it will be used for only a short time. Be sure uprights are uniformly spaced, plumb, and set on a good foundation. Use mudsills. Use horizontal or diagonal bracing to give stability. Provide guardrails and toe boards to help prevent falls. Inspect planking before installation. It should be overlapped by a minimum of 12 inches or secured from movement. The planks should extend over the end supports by not less than 6 inches or more than 12 inches.
Whenever you're on a single-point or a two-point suspended scaffold, wear your safety gear or equipment. Be sure it's tied to a secure independent lifeline.

Floor and wall openings

Depending on their size, cover floor openings or protect them with standard guardrails and toe boards. Also, protect wall openings, except for doorways and stairways through which persons could fall. This protection should be substantial and secured to prevent displacement.

Stairways

Running, carrying objects that block your view, failure to use handrails, or just not paying attention causes falls on stairways. Watch your step and concentrate on what you are doing.

Remember that it's not the fall that hurts. It's the sudden stop.

ATTENDEES: Print Name	Signature

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

LADDERS

Ladders are used in most construction work. They provide us with a means of reaching locations too high to reach otherwise. They allow us to go down into trenches and excavations easily, and ladders help us gain access to the upper floors- and roofs of buildings. Let's define a ladder as a very useful appliance consisting of two side rails joined at regular intervals by cross-pieces called steps, rungs or cleats, on which a person may step when ascending or descending from a given level. In other words, it's two pieces of lumber with rungs attached used to climb up and down.

Are you familiar with the various types of ladders? There are Fixed Ladders, Extension Ladders, and Step Ladders. These ladders can be made of aluminum, wood, metal, plastic or fiberglass. Fixed Ladders are attached to a structure and not adjustable in length. An Extension Ladder is a non-self-supporting, portable ladder that is adjustable in length. Then there are Step Ladders which are self-supporting portable ladders that are not adjustable in length. When selecting a ladder, you should consider the capacity of the ladder, its height and footing requirements, and whether it will be used inside or outside.

Check the rungs on fixed ladders for damage and be sure they are Securely attached before you climb.

When you need an extension ladder, inspect it for defects before using it, and be sure to look for overhead hazards that may interfere with the set-up. Electrical Wires and ladders don't mix! Extend the ladder to the required height and engage the extension hooks. Remember the 1 to 4 rule - the base of the ladder should be 1' away from the wall or support for every 4' of vertical extension (an angle of approximately 75 degrees). When using the ladder to access an upper level, be sure the ladder extends 36' above the landing. Secure the ladder by tying it off to prevent shifting.

When using a step-ladder inspect the ladder for defects, broken rails, and split steps, and ensure that the spreader lock works property. Place the ladder on solid ground and secure the spreader lock. Fully extend and expand A-frame legs. Never stand on the top two steps; if you need to reach higher, get a larger ladder.

Never paint wooden ladders. Paint hides defects and hinders inspection.

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

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TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

PPE

PPE stands for personal protective equipment which we use in our daily work activities. OSHA gives employers responsibility for ensuring that employees wear appropriate PPE to reduce exposure to hazardous conditions such as falling objects, noise exposure, toxic atmospheres, etc. Personal protection is the main objective and each of us must follow our employer's safety requirements.

The first form of PPE is a hard hat. This safety device provides us with an impact resistant covering that protects the head. We know that our body functions are controlled by 'that gray matter' inside our head, so don't take chances -- protect your brain -- wear your hard hat always!

Many other forms of PPE are available to you. Hearing protection in the form of ear plugs or muffs reduces the amount of noise reaching your ear drums, thereby preserving your hearing. Respirators provide protection against toxic substances that might enter our bodies through our respiratory systems. Safety belts with lanyards and full body harnesses are types of personal fall protection, but they are effective only if we use them.

The eyes and face are another area that needs to be protected. There are many types and sizes of spectacles and goggles to protect the eyes and each has a special application. Be sure you read the manufacturer's instructions before wearing them and choose the right type. Face shields should be worn if potential danger exists from physical, chemical or radiation agents.

Personal Protective Equipment can be cumbersome, uncomfortable, hot, etc. and employees occasionally don't wear it even though they know they may be risking injury. Any worker who fails to wear required PPE should be disciplined.

Evaluate your work operations and define the hazards. Check with your supervisor for necessary PPE requirements and resolve to wear them. An ounce of protection is worth a pound or cure.

KEEP YOUR PPE CLEAN AND IN GOOD WORKING ORDER. REPLACE ANY DEFECTIVE GEAR IMMEDIATELY.

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

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TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

SHORTCUTS ARE KILLERS

Most of us have the necessary skills and knowledge to do our jobs well, and most of us don't want to hurt ourselves or anyone else. Why then do we take 'shortcuts,' setting up ourselves and others for injury? The following is a list of things we often do, even though we know we shouldn't!

1. You can't fool safety devices - but we remove or wedge back safety guards, so they won't protect us!

2. We shouldn't take a chance when operating heavy equipment - but we don't use the seat belt that is provided!

3. We know that flames or sparks are not permitted around flammable liquids - but some of us smoke around them!

4. A protruding nail in a guard rail can cause an injury - but we don't bother to remove it or bend it over.

5. Horseplay causes a lot of injuries on the job - but many of us continue to play practical jokes.

6. A circular saw can amputate a finger - but we insist on using the saw without a guard!

7. We know the safe way to climb a ladder - but we climb it with one hand full of tools!

8. We should wear our personal protective equipment - but we leave our goggles strapped up on our hard hats!

9. We know better than to use chemicals without reading the MSDS - but we use the chemical anyway!

10. We should wear a life jacket when working over water - but we go out over the water without one!

11. A bump or bruise to the head ran realty hurt - but we continue to work without our hard hats.

12. It's dangerous to block firefighting equipment - but we stack boxes of material in front of fire extinguishers!

13. We know not to work within 10 feet of a power line - but there's just one more load of steel to be unloaded and it won't happen to me!

This is a short list, you can probably think of a lot more because we all, at one time or another, have been guilty of taking shortcuts. Usually it's because we are attempting to save some time. Occasionally someone comes up with an idea that works and is a time-saver. That's great, if safety is not sacrificed. Your life and your health are too important to risk by taking stupid chances, and that is exactly what 999 out of 1000 shortcuts are - stupid! Get smart - think safety first - always!

(Insert your company logo here)

TOOLBOX TALK

SHORTCUTS ARE KILLERS

Don't take Shortcuts! If you're injured, the minute you saved may cost you days, weeks, or months of recovery time.

ATTENDEES: Print Name	Signature

SUPERVISOR / FOREMAN Signature: _____

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TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

HOUSEKEEPING

Good housekeeping is the first law of accident prevention and should be a primary concern of all supervisors, foremen and the entire workforce. Poor housekeeping often results in unsafe conditions and implies that the project is poorly managed, and the work being done lacks professionalism. Many accidents and injuries charged to other causes are caused by unsafe conditions due to poor housekeeping.

A safe worker knows he can do his best work easier and more quickly if good housekeeping is maintained. Learning the habit of good housekeeping takes practice. The familiar expression ‘a place for everything and everything in its place', will assist you in your efforts.

Materials left on the job should be stored in a central location and if possible stacked out of the way. When cleaning up be sure that all combustible materials are disposed of properly to curtail the possibility of fires. Tripping accidents can be reduced significantly by frequent clean-ups. Make it a habit to remove or bend over all nails protruding from scrap lumber to protect against puncture wounds. Sharp-edged and pointed tools should be stored in such a way as to prevent injuries.

Each member of the crew has a responsibility to insure good housekeeping in all phases of their work. It's a lot easier to pick up as you work instead of waiting for the end of the shift. The importance of the relationship between an orderly job and a safe job cannot be overstressed.

We can have clean, well appearing, accident free jobs only if we want them and insist at everyone cooperates. Good housekeeping requires constant effort and vigilance to make certain the job and equipment are kept in good condition. Are you doing your part?

Remember, good housekeeping promotes safety in the workplace, improves performance, protects you and the public, and just makes good sense.

A SIMPLE DEFINITION OF SAFETY IS: PROTECTING YOURSELF, OTHER PEOPLE & EQUIPMENT FROM HAZARDS.

ATTENDEES: Print Name	Signature

SUPERVISOR / FOREMAN Signature: _____

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TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

HARD HATS

The average hard hat weighs about 14 ounces. That's less than one pound. The average man's head weight is 14 pounds, so there's an ounce of protection for every pound of head -- provided the head protection is worn. The brain is the control center of the body. The slightest damage to any part of the brain will cause malfunction of some area of the body. The skull, under normal circumstances, protects the brain, but when there is a possibility of injury from falling or flying objects, additional protection is needed -- that's why you have a hard hat! It provides an additional layer of protection for your brain, which could mean the difference between life and death or serious injury.

OSHA, employers, unions and insurance companies all insist that hard hats be worn to insure workers' safety. Why? Because they work!

As an object falls it picks up speed and force. It may be hard to believe but even an object as small as a washer or bolt can kill you or inflict massive damage to your brain if it strikes your unprotected head. Your hard hat is designed to deflect falling or flying objects and to absorb some of the shock of impact. Additional shock is absorbed by the suspension system, which distributes the force over a larger area of the head and neck.

Some workers complain about the weight of their hard hats and that they are uncomfortable to wear, especially in warm weather. These complaints are unacceptable. The average, modern hard hat weighs about 2 pounds less than the helmets worn in World War II, the Korean War & Vietnam. Regarding so-called discomfort from heat -- hard hats provide the head with a cover of shade, and air can circulate around the head between the suspension and the outer shell. Hard hats are a very important part of your protective equipment.

If you're working where there is the potential for electrical shock, make sure your hard hat is a die electric type. Metal hard hats make great electrical conductors and don't belong on the construction site.

STATISTICS OFFER PROOF POSITIVE THAT HARD HATS PREVENT OR LESSEN HEAD INJURIES. BE SMART. WEAR YOUR HARD HAT!

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

YOU ARE RESPONSIBLE

Every person determines their own fortune, and that fortune, good or bad, depends on the individual's acceptance of personal responsibility.

At a young age, we are taught to assume responsibilities. ("Look before you cross the street ... playing with matches is dangerous ... be home before dark ..."). Even today, as adults, we still learn and decide whether to accept certain obligations. Young or old, we make individual choices.

When responsibilities are shunned or rejected, someone must cope with the results. Police officers, judges, juvenile officers, and social workers respond to most of these rejections in our society. In safety, doctors, nurses, and funeral directors deal with the consequences of rejected responsibilities.

By accepting and practicing safety responsibility, you ensure your future both at home and on the job. You do the same for your fellow worker as well, because socially and morally you are responsible for preventing accidents to others as well.

If you see an unsafe act, do something about it - point it out so others are aware and can avoid future mistakes.

Point out to other employees when safety is not being practiced. After all, it is their responsibility to prevent an accident to you as well.

Use good work habits - don't be impulsive and remember that hurrying can hurt.

Develop the attitude that "if I do something wrong, I'm taking the chance of getting hurt". Then do the job the right way.

If you are a supervisor - help new employees learn that safety is the rule, not the exception. Teach them proper safety responsibility before you turn them loose.

(Insert your company logo here)

TOOLBOX TALK

YOU ARE RESPONSIBLE

Practice leaving personal problems and emotional stress away from the job. Remember, that accidents do not just happen - they are caused. Correct little mistakes before they grow into permanent bad habits. Safety responsibility is up to you.

"PRACTICE SAFETY – Do not learn it through Accidental Experience".

ATTENDEES: Print Name	Signature

SUPERVISOR / FOREMAN Signature: _____

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TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

WORTH REMEMBERING

Today we hear more about safety on the job and at home than ever before. With safety being "preached" so much, we sometimes forget the real significance behind what the word 'safety' conveys. With all the safety regulations, OSHA standards, work rules and guidelines, sometimes it becomes overwhelming, making us lose sight of what is important.

Always remember that in safety, you protect:

- NOT JUST A CAMERA - BUT A HUMAN EYE
- NOT A PUMP - BUT A HUMAN HEART
- NOT A COMPRESSOR - BUT A HUMAN LUNG
- NOT OIL AND GREASE - BUT HUMAN BLOOD
- NOT TIRES - BUT HUMAN FEET
- NOT A CHAINFALL - BUT A HUMAN BACK
- NOT A SLING - BUT HUMAN HANDS
- NOT JUST SUPPORTS - BUT HUMAN BONES

We get so involved with getting the job done that we forget sometimes that one of the hardest worked, and least cared for machines on the job is the human body.

Look at the steps we take to care for the equipment we operate on the job. What steps do you take to make sure that the machine we call the human body is taken care of? Safety and the rules we follow are there to stop the abuse that we have done in the past to the human machine.

Consider the Safety Program to be the Preventive Maintenance program for people.

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

FIRST AID

WHAT WOULD YOU DO if a co-worker called and said someone was injured? Have you taken first aid training, so you would KNOW what to do? The construction industry is a leader in accidents and the injury rates continue to be high, so knowing basic first aid is a must.

Always call the posted emergency phone number so outside professional help is on the way. The following is a list of helpful hints when first aid is needed.

1.Act promptly but not hastily -- look for breathing and airway obstructions, and check -for bleeding and/or broken bones.

2. Start mouth to mouth resuscitation if necessary, and don't forget to use a one-way mask.

3 Stop the bleeding -- a snug bandage or a pressure dressing will usually stop the bleeding. Use direct pressure, not a tourniquet. Avoid direct contact with blood -- use gloves.

4. Look for shock -- skin cold and moist, weak pulse, face drained of color and fainting. Wrap the victim in blankets, have them lay down and try to calm them.

5. Caution, handle with care -- a person with a suspected neck or back injury should not be moved until professional rescue personnel are on the scene. Assist them if requested.

6. Splint broken bones -- a splint can be made from any firm object that is long enough to reach beyond the broken bone. Immobilize the joints above and below the break.

7. Never give liquids to an unconscious victim.

8. Bandage wounds to help protect against infection -- the wound should be covered with a sterile dressing before the bandage is applied.

9. Remember to wear universal precaution protective equipment.

Forgotten what you learned a while back? Resolve to upgrade your first aid skills. Contact your local Red Cross Chapter or Rescue Squad, they have regularly scheduled courses covering FIRST AID and CPR.

BE SURE YOUR FIRST AID KIT IS FULLY STOCKED AND CONTAINS UNIVERSAL PRECAUTION PROTECTIVE EQUIPMENT. AN EMPTY KIT WON'T HELP ANYONE!

(Insert your company logo here)

TOOLBOX TALK

FIRST AID

ATTENDEES: Print Name	Signature

SUPERVISOR / FOREMAN Signature: _____

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TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

FALLING OBJECTS

Falling objects can be materials, tools, debris or equipment, and if they land on you, you can be seriously injured or even killed. Let's look first at the problem of materials. Materials are piled in the yard, in the truck, or at various places on the job site. The phrase "Piling up Trouble" surely fits the situation when you pile material improperly. All materials should be piled on a sound base, straight and steady, and at a reasonable height. It may be well to crosstie and cover the material for protection and safety.
Piling materials on scaffolds requires special care. You should be sure not to overload, to allow ample space for work operations, and to make the piles stable. Be sure toe-boards are placed on all scaffolding and open elevations to safeguard workers below from falling materials—loose brick, tools, equipment.

When you want to send material, tools or equipment to higher elevations, use containers or buckets and hand lines. Never throw materials or tools. When you pull on a hand line, he sure to stand clear of the loaded materials and tools. Keep an eye on the load as it goes up. When you must pull up materials that can't be placed in a container, fasten the load securely to the hand line. If materials like pipe, conduit, and rods aren't properly fastened in bundles, a piece can be jarred loose and hit the worker pulling the hand line.

Tools, equipment and materials often fall when workers attempt to carry them up ladders. Use hand lines so your hands will be free to hold onto the ladder when you go up. When you load hoists and platform skips, be sure the materials and packages are stacked safely. A sloppy load is a load of trouble. Never leave a load suspended.

When you work beneath other operations, like riveting crews, wear your hard hat, it's often a lifesaver. When you strip forms, it's important to use the necessary guards. Often, you'll find workers working on makeshift scaffolds, attempting to strip panels on the floor slab. They don't seem to know that the entire section might come loose and fall on them.

Where scaffolds are not provided, and you work at an open elevation, wear a safety belt and tied-off life-line. Then if you're using both hands to pry a panel and it breaks loose suddenly, the safety belt and life-line will keep you from falling. Working from swing staging is also a dangerous operation and requires the utmost care to prevent falls of equipment, materials and tools.

We know what precautions the company takes to protect us. Now, let's all do our share to keep objects from falling. We'll prevent injury to workers below as well as to ourselves.

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

OSHA TOP 25 VIOLATIONS

1. Guard rails not provided for open-sided floors or platforms. 1926.500(d)(i)

2. Head protection from impact, failing objects & electrical burns not observed. 1926.100(a)

3. Ground fault protection not provided. 1926.404(b)(1)(i)

4. Electrical path to ground missing or discontinuous. 1926.404(f)(6)

5. Lack of protective systems for trenching/excavations. 1926.652(a)(1)

6. Guard rail specifications for tubular, welded frame scaffolds not met. 1926.451(d) (10)

7. Appropriate personal protective equipment not available for specific operations. 1926.28(a)

8. Stair rails required at 30" change of elevation or 4 risers not observed. 1 926.1 052 (c) (1)

9. Approved containers or tanks for storing or handling flammable or combustible liquids not to specifications. 1926.152(a)(1)

10 General housekeeping unacceptable. 1926-25(a)

11. Daily inspection of physical components of trench & protection system not done. 1926.65i(k)

12. Lack of safe access for all types of scaffolds. 1926.451(a) (13)

13. Ground fault circuit interrupters (GFCI's) not in use. 1926.404(b)(1)(ii)

14. No guarding of protruding steel rebar. 1926.701(b)

15. General requirements for guarding scaffolds lacking. 1926.451(a)(4)

16. No spoil pile protection. 1926.651(j)(2)

17. Improper securing of compressed gas cylinders. 16,26-350(a)(9)

18. Additional rules for welding/cutting as per ANSI Z49.1-1967 not observed. 1926-350(i)

19. Lack of eye/face protection for operations which create exposure. 1926.102(a)(1)

20. Guarding of floor openings missing or not to specifications. 1926-500(b)(1)

2l. Ladder extended less than 3' above landing as required. 1926.1053(b)(1)

(Insert your company logo here)

TOOLBOX TALK

OSHA TOP 25 VIOLATIONS

22. No strain relief provided for flexible cords and cables. 1926.405(g)(2)(iv)

23. Egress from trench/excavation does not meet minimum requirements. 1926.651(c)(2)

24. Listed, labeled or certified equipment used in other than manner prescribed. 1926.403(b)(2)

25. No flexible cords designated for hard or extra hard usage. 1926.405(a)(2)(ii)(j)

MERELY TALKING ABOUT SAFETY WILL NOT MAKE SAFETY A FACT! PRACTICE WHAT IS PREACHED.

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

MINOR INJURIES

When we talk of someone being injured, we usually think of serious injuries, such as those involving broken bones or where a lot of blood is lost. We don't think much about the little incidents, such as scratches, splinters, dust in the eye, and blisters. These things don't give us much pain nor lay us up. And if properly treated, minor injuries shouldn't give us serious concern.

Even minor injuries can become serious

When we neglect a minor injury, however, we could end up in the hospital or even six feet under. Do you think that I'm exaggerating? Consider what can happen if you let a minor cut on your arm go untreated. Germs can enter and cause infection. If the infection, in turn, isn't treated, it can cause blood poisoning, which can be fatal.

Two kinds of injuries often neglected

A hard blow on the head can make you dizzy or unconscious for a few seconds. It's easy to overlook this injury because afterwards you may feel OK, except for a headache.

What many of us don't realize is that a blow on the head can cause a slight concussion of fracture, which can't be detected except by a doctor. We may go to sleep later and never wake up. So, if you have a head injury see a doctor for a checkup.

A blow to the stomach can occur when you run into something or are struck by something. The blow may knock you down and take the wind out of you, but a few minutes later you may feel OK. Just because there may be no visible injury, however, is no reason for not reporting to first aid. It doesn't take much of a blow to rupture an intestine or start internal bleeding. And these unseen injuries can kill you.

Report all injuries

The important thing to remember is to report all injuries, even though they are minor, and no physical damage is apparent. Get proper first aid and see a doctor if necessary.

ATTENDEES: **Print Name**	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

DON'T TAKE HAND TOOLS FOR GRANTED

Too many people do so, both at home and at work.
Household jobs usually are light. So, you sometimes can get away with using tools improperly or substituting one tool for another. Our work, however, makes rugged demands on tools. If we misuse a tool or use one that's wrong for the job or in poor condition, it can result in injury or spoiled work.

Choose the right tool for the job
Would you use an axe to drive nails? Obviously not. You'd use a claw hammer. It's the less obvious misuse of tools that gives us the most trouble, like using a screwdriver or a file s pry bar. Trouble also comes from trying to get by with a tool that's not the right size for the job. A common mistake is using a wrench that's the wrong size for the nut, or one with a handle that's too short. This can result in scraped knuckles or a broken wrench.

How many times have you seen a person slip a cheater pipe over a wrench handle for more leverage on a tight nut? In many cases, the cheater pipe slips off the handle and the worker loses his balance and falls. And often it's off a ladder.

Don't take chances. Get the right tool, even if it takes you a few minutes longer. You'll probably save yourself lost time and pay.

Use only tools in good condition
Sometimes the hammer whose head comes off is less dangerous than the one whose head just wiggles a little. In the first case, we know the hammer is dangerous and fix it. In the second case, we never know when the head will twist enough to glance off the work, or just fly off.

Tools in proper condition have handles and heads that are sound and securely fitted; cutting edges that are sharp and true. It's usually the dull tool that hurts you. Tools should be kept free of dirt and grease. If a tool doesn't meet these qualifications, don't use it. Otherwise, you're asking for trouble.

Use tools properly
Very few of us are experts when it comes to using every tool made. If you don't know how to use a tool, don't be afraid to ask someone who does. Here are a few tips for using tools properly:

1. Pull a wrench. Don't push.
2. Use the full handle of the hammer. If you choke up on it, you'll lose control.
3. Always cut away from yourself.
4. Be sure to wear eye protection if there's any chance of chips or flying particles.
5. Don't use a file without a handle.
6. Don't use a chisel or screwdriver as a pry bar.

Carry and store tools safely
If you carry tools in your hands, keep sharp or cutting edges covered and hold them away from you.

Use a toolbox or belt when you carry a lot of tools. Don't stuff them in your pockets. Keep the toolbox orderly so you can easily find the tool you need without getting cut or gouged.

If your buddy wants to borrow one of your tools, hand it to him - don't toss it.

Hand tool safety depends on the right tool for the job – in proper condition – used correctly – and carried and stored safely.

(Insert your company logo here)

TOOLBOX TALK

DON'T TAKE HAND TOOLS FOR GRANTED

ATTENDEES: Print Name	Signature

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

FALLS - CAUSES AND CURES

Has this thought ever crossed your mind? The only way to be safe from fails is to avoid them! Avoidance is the key word. Let's explore just a few of the factors contributing to falls and their serious results. Here are some to think about.

Scaffolds - Never erect a temporary scaffold. Even if the job will only last a very short time, the scaffold should be erected as if you were going to use it indefinitely. Make sure you install all the cross braces both vertically and horizontally, be sure the scaffold is built on a level surface and fully decked, and don't forget to provide proper access.

Ladders - Select the right ladder for the job. Is it the right size, did you tie it off, did you inspect it prior to use? Always face the ladder when you climb and avoid carrying tools in your hands when climbing -- one slip could send you down -- use a hand line or pouch for the tools. Never stand on the top two steps.

Floor Openings - Any floor opening measuring 12 inches across or larger must be covered or protection provided by a standard guard rail with toe board. A cover must be large enough and strong enough to prevent failure and be marked so that everyone on the job will be aware of its purpose. Guard rails must meet minimum strength requirements (See OSHA Standard 1926.500). Toe boards will prevent tools or materials from falling through the opening and injuring workers below.

Stairways - Slow down -- don't run up or down. Avoid carrying objects that block your view of the steps. To help eliminate falls on stairways take your time, look where you step, and use the handrail. Keep stairways free of clutter to prevent tripping.

Housekeeping - A secure footing is a positive step in avoiding falls and good housekeeping is essential to secure footing. Debris, trash, oil and water left to accumulate on stairs, walkway etc. will lead to certain falls. A clean worksite is a safer worksite.

Watch your step! Stay alert! Avoidance and prevention is your first line of defense.

BE ON THE LOOKOUT FOR SLIPPERY SURFACES AND WALKWAYS. WINTER'S FROST, SNOW & ICE INCREASE YOUR CHANCES OF SLIPPING.

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

EYE PROTECTION

Let's take a short elementary test. Can you tell me how many basic senses there are, and can you name them? Taste, smell, hearing, touch and sight. Of the five, which is the one that we depend upon the most? You guessed it -- it's sight. Everything we do involves the use of our eyes and God only gave us two. How many times have you said or heard -- "He should have worn his safety glasses." -- or -- "If I had been wearing my safety glasses I wouldn't have injured my eye." -- Too many times!

Eye protection begins with the ability to recognize those times that eye protection is needed, and then, to seriously commit to wear the protection whenever necessary. Anytime you're working where there is the potential for flying particles eye protection is required. When using a saw, drill, pouring concrete, chipping, blasting or handling chemicals just to name a few. Dirt, dust, rust, rock, bits of concrete, etc. are all potential dangers in construction work.

Should a member of your crew get something in their eye seek proper medical attention right away. The longer it stays in the worse it gets. Only a professional should attempt to remove a foreign body from the eye. Cover the eye lightly with a clean pad and either wait for medical help to arrive or take the employee to a doctor.

Don't forget that eye protection is also needed when using chemicals. Make sure you're using chemical goggles and a splash shield. You may need to flush the eyes should they come in contact with the chemical. Emergency first aid procedures are discussed in the Material Safety a Sheet for the particular chemical. Let's wrap up what we've learned. Eyesight is precious -- and -- irreplaceable. Don't take chances with your vision -- wear eye protection!

WEAR SAFETY GOGGLES AT HOME, TOO, WHEN USING POWER TOOLS, PAINTING, CHOPPING WOOD, ETC.

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

POWER TOOLS

*Know the tool you are using, its application, limitations and potential hazards.

*Select the proper tool for the job.

*Don't tackle a big job with an undersized tool - make-shift tools can cause accidents.

*Ground all tools unless double insulated. A double insulated tool usually has a plastic or non-conductive outside housing and 'double insulated' embossed into the case or stamped on the manufacturer's label.

*If the tool is equipped with a three-prong plug, it should be plugged into a three-hole receptacle or extension cord. Never break off the ground prong, it's there for your protection.

*Always remove adjusting keys and wrenches before turning on the tool. It's a good practice to make adjustments only when the tool is unplugged.

*Keep your work area free of clutter and debris. These can become tripping hazards.

*Tool guards are designed to make tools safer. Never remove or wedge a guard out of the way.

*Construction sites change constantly. Be alert to potential hazards in your work area.

*Avoid accidental start-up. Make sure the switch is OFF before plugging in the cord or when the power has been interrupted.

*Make sure saw blades, drill bits, router cutters, etc., are sharp, clean and regularly maintained. Use only recommended accessories and follow the manufacturer's instructions.

*Do not force the tool. Each tool can do a better job at its designed speed. Do not over-reach. Keep proper footing and balance always.

*Dress properly. Avoid loose clothing that could catch in moving parts.

(Insert your company logo here)

TOOLBOX TALK

POWER TOOLS

*Secure your work. Use clamps or a vise to hold your work whenever practical.

*Never use a tool with a frayed or damaged cord.

*Do not attempt any field repairs. Return broken tools for proper repair.

*After use return the tool to its original carrying case and store in a dry, secure location.

ATTENDEES: Print Name	Signature

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

POST INJURY RESPONSE

Our goal is to work safely and to eliminate all accidents. But you know as well as I do that accidents will happen. When they do, we want to make sure that you get immediate medical treatment and recover as quickly as possible. Getting injured on the job can sometimes mean a lot more than a trip to the emergency room and some minor, or perhaps even major aches and pains. Too often, untreated or poorly treated injuries can lead to:

- medical complications, which can result in time away from work
- money problems and uncertainty about your ability to pay the bills
- worries about your ability to do any job in the future
- confusion about benefits you might have coming to you.

Without a step by step program of care, even the best efforts and good intentions can often fall short. Today I will be telling you about just such a new program to benefit injured employees, called the Post Injury Response Program.

HOW DOES THE NEW PROGRAM WORK?
If you are injured on the job, always report the injury to your foreman, no matter how minor. By reporting injuries before you leave the work-site, many potential complications can be avoided. These could include:

- delays in treatment, or even poor treatment
- long absences from your job
- potential paperwork delays holding up insurance benefits

Your foreman and the engineer responsible for safety and injury response will first record the injury. If you need treatment by a doctor, the engineer will arrange for transportation to a quality medical provider who will provide the best treatment possible. The doctor will write down on the accident record any limitations or restrictions you may have because of the injury.

After being seen by the doctor, return to your job site. Your foreman and superintendent will ask for your help in finding out the cause of the accident, so that it can be prevented from happening again. If a temporary job is available within your restrictions, you will be provided with this while you complete your recovery.

If your recovery requires any time away from work, a safety representative, or hopefully even your foreman, will call to see if you need anything in the way of medical treatment, personal belongings etc. Their job is simply to help you return to work in any way that's safely possible.

In this new program, our safety director also serves as an injury coordinator. His / her job is to pull together all the services you may need to recover and return to work. He / she can answer any questions about the new program that you might have at any time.

Safety Reminders
- ***Report All Injuries***
- ***Help Analyze Accident***
- ***Report Unsafe Conditions***

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

GUARDRAILS

Guardrails protect you from falls that can seriously injure or even kill. The amounts of protection guardrails provide depends on how they are constructed and maintained. Most guardrails are built of strong materials and are usually solid when first put up. As time goes by, however, guardrails often are abused, weakened, broken, or moved and not replaced.

Missing or weakened guardrails

Sometimes sections of guardrails must be taken down so that materials or equipment can be brought in. These sections often aren't replaced or if they are, they're hastily thrown back up. Weakened guardrails are sometimes more dangerous than no guardrails at all because they give a false sense of security.

Follow these rules
We can help avoid guardrail accidents if we follow a few simple rules:

1. As you go about your job, get into the habit of checking guardrails. If you discover a weakened or a missing section, correct the situation if you can. Otherwise, report it so that the hazard can be eliminated.

2. If you bump a rail with material or equipment, check it at once if you suspect you may have weakened it. If you discover you've broken a rail, upright, or toe board, repair it if you can. Otherwise, report it so that the hazard can be repaired.

3. When repairing or replacing guardrails, remember you're exposed to the very danger that you are providing protection against. Perhaps you should be using a safety belt and lanyard.

Keep your guard (rails) up

Different types of construction may require different types of guardrails. But the points we've covered today apply to all. If you have suggestions, make them known so that we can continue to keep our guardrails up and our accidents down.

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

TRICKS OF THE TRADE

Know the purpose of each tool in your toolbox and use each for the task it was designed to do. Keep cutting edges sharp. Before you lift anything think about the weight of the load. Too heavy? Get help, not hurt! When you do lift, bend your knees, hold the load close to your body and use your legs to lift. Be alert to eye hazards at your work site. Wear appropriate eye protection. On and off the job, protect your hearing by wearing the proper protection.

When working on straight ladders, use the four-to-one rule: position the ladder base one foot away from the wall for every four feet of ladder height. NEVER use the top two ladder rungs. ALWAYS observe no smoking signs -- they are there for your protection.

Lockout/tagout ensures that power sources have been temporarily turned off. You and ONLY YOU are responsible for removing your tag and lock when the job or repair is completed. ALWAYS wear your seat belt, it will save your life. Good housekeeping is a must. Clean up daily at the end of your shift. Plug power tools into grounded outlets that have ground fault circuit interrupters. Be sure that all electrical tools and extension cords are inspected, and color coded quarterly. Before plugging or unplugging tools make sure the switch is in the off position. Watch out for pinch points! Do not remove guards or barriers.

ALWAYS wear personal protective equipment. Damaged or worn gear should be replaced at once. If you or someone you know suffers from heat exhaustion or cramps or heat stroke, get medical attention immediately. No horseplay on the job -- it's one of the primary causes of accidents. ALWAYS read a Material Safety Data Sheet before you begin a job using a chemical. Post emergency phone numbers near each job phone. Every second counts in the event of an accident or emergency.

DON'T TAKE CHANCES! When in doubt ask your supervisor.

SAFETY STARTS WITH YOU! IF YOU FOLLOW THE RULES YOU SHOULD BE ACCIDENT FREE

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

LIFTING

Do you realize you may be risking serious injury many times a day and not even know it? Well, it's true if you don't lift correctly. Improper lifting may cause back injuries that can take months and even years to heal. Sometimes they are permanent and disabling. A little know-how, however, can enable you to lift correctly.

Preparing to lift

Give the load the once-over. If it looks too heavy, don't be afraid to ask for help. Be sure you're wearing safety shoes. There is always the chance of dropping something on your toes. If the object has rough or sharp edges, wear a good, tough pair of work gloves. They'll give you a good grip and protect your hands.

Making the lift

Crouch down with the load between your legs and get a good grip on the object. As you rise, lift with your legs, keeping your back vertical and the load as close to your body as possible. If you must place the load to your left or to your right, don't twist your body. Move your feet instead. When you must lower a load, simply reverse the knees bent, back vertical procedure.

Let's review

Let's quickly review what we said about lifting:

1. Don't lift more than you can handle. Ask for help with heavy loads.
2. Wear safety shoes.
3. If the object is rough or sharp, wear gloves.
4. Lift with your legs and not your back.
5. Keep the load the load close to your body.
6. Don't twist your body when placing a load to one side or the other. Move your feet instead.

When it comes to lifting, don't break your back. Instead, lift correctly and give your back a break.

ATTENDEES: **Print Name**	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

LADDERS 2

Ladders, are used in many of our jobs. They're used during the building of homes, when we do roofing, to get to and from the next level or scaffold, etc. Painters use ladders of all sizes. Sheet rock installers use them, also electricians, plumbers, grazers, masons, iron workers, and at one time or another, just about every construction trade on the job. Typically, there are four types of ladders -- the straight ladder, the fixed ladder, the extension and stepladders.

Ladders are safe only when used correctly. Before starting any job that requires the use of a ladder make sure you select the right length. Ladders that are too short or too long can cause an accident. Some of the causes of ladder accidents include failure to inspect a ladder prior to use -- check for broken rungs make sure the side rails aren't damaged -- and look for any other obvious defect. Once you have determined the ladder is safe, set it up -- be sure that the ladder extends three feet above the landing. and then tie it off to prevent it from tipping over. Check for any overhead power lines in the area -- you don't want to become an electrical conductor. Remember the 1 to 4 rule -- the base of the ladder should be one foot away from the vertical support for every four feet in height. If you're in a traffic area, barricade the base area of the ladder. Also, be sure the base of the ladder is on a level footing never on brick or concrete blocks -- uneven surfaces can lead to a fall.

When climbing a ladder always use both hands, face forward and have a good grip. Don't try to one hand it or climb facing away, and take only one step at a time. Always hoist tools with hand line. A few additional safety tips: never reach too far, keep your belt buckle between the rails -- never stand on the top two rungs or steps -- keep ladders free from slippery materials -- and remove defective ladders from service immediately.

If you follow these guidelines, your ladder work may be a safe operation.

REPLACE WORN OR DAMAGED ROPES. LUBRICATE PULLEYS AND LADDER LOCKS, AND ONLY ONE PERSON ON A LADDER AT A TIME.

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

FALL PROTECTION

OSHA has released a final rule covering FALL PROTECTION in the construction industry. Does this new standard cover you as a construction worker? You bet it does! It is called Subpart M and the effective date was February 6, 1995. The procedures specified in this new standard are intended to prevent employees from failing off, onto, or through working levels, and to protect them from falling objects.

The new standard stresses three types of protection to be used for fall protection. They are GUARDRAIL SYSTEMS, SAFETY NET SYSTEMS, AND PERSONAL FALL ARREST SYSTEMS. It's up to your employer to determine which method is going to be used when an employee is on a walking or working surface, horizontal or vertical, with an unprotected side or edge which is 6 feet or more above a lower level. This includes floors, roofs, ramps, bridges, runways, etc., but not ladders, vehicles, or trailers, on which employees must inside to perform their job. Leading edges, residential construction and precast concrete erection may be exceptions to the rule. In these cases, the employer must have a qualified person develop a written fall protection plan for the specific area in which this type of work is being performed. The plan must be maintained and kept up to date.

As a construction worker, you also need to know that the subpart does NOT apply when employees are inspecting, investigation, or assessment of workplace conditions prior to the actual start of construction work, or after all construction has been completed.

In addition, Subpart M specifies that as of January 1, 1998, body belts are not acceptable as part of a personal fall arrest system, (Note: the use of a body belt in a positioning device system will be acceptable.) The use of a non-locking snap hook as a part of personal fall arrest systems and positioning device systems will be prohibited. What this means to you is that non-locking snap hooks and body belts are a thing of the past in the construction industry. Workers will be using full body harnesses with locking snap hooks for fall arrest systems.

THE NEW STANDARD REQUIRES EMPLOYERS TO TRAIN EMPLOYEES, RETRAIN THEM WHEN EQUIPMENT OR SITE CHANGES OCCUR, AND CERTIFY AND DATE THE TRAINING.

ATTENDEES: **Print Name**	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

FIRE PREVENTION

This may sound like a contradiction, but the problem with fire prevention on a construction site is the absence of a problem. Fires do not occur with frequency or regularity and therefore workers are not particularly concerned about them. Another word for this is complacency, an environment in which danger grows and thrives. It is extremely difficult to motivate someone to take an active interest in fire prevention when the person has never been involved in a serious fire and when they face other, imminent hazards on a daily basis. This leads to the common misconception that fire prevention is someone else's problem.

Almost every construction worker has at one time or another seen someone injured by a fall or being struck by an object. Very few have seen a person burned in a fire or seen valuable property and months of work reduced to smoke and ashes.

We need to be reminded regularly of the ever-present danger of fire. We need to know the different types of fires and extinguishers. Briefly, electrical or flammable liquid fires require an extinguisher rated BC. Use a water extinguisher only for Class A fires (wood, paper etc.). A dry chemical extinguisher rated ABC is for all classes of fire. Aim at the base of the fire and move the nozzle from side to side in a sweeping motion. If the fire continues, evacuate everyone from the area and call the fire department.

Observe all 'NO SMOKING' signs, especially near flammables. Make sure the area is free from all combustibles when burning or welding. Place all construction debris in the proper area for disposal. Know where fire extinguishers are located.

A fire today could mean loss of life, loss of a job, personal injury or property damage. Are you doing your part to prevent one? Check both your job and your home for fire hazards.

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

HARD HATS 2

The first hard hat was invented by a California manufacturer of safety equipment in 1919. E. D. Bullard still makes hard hats today.

Head protection is worn by all types of professionals. NASCAR drivers, National Football League players, National Hockey League players, jockeys, soldiers, and deep-sea divers just to name a few. As construction workers, we are required to wear head protection too. Ours is called a hard hat.

Why require a hard hat? It protects you from the danger of head injury caused by the impact from falling or flying objects and from electrical shock. All hard hats must meet requirements for impact resistance and/or electrical resistance as set by the American National Standards Institute. Hard hats are tested to withstand the impact of an eight-pound weight dropped five feet. That's about the same as a two-pound wrench or hammer falling twenty feet and landing on your head. There are three classes of hard hats: 'Class A' hard hats are made from insulating material to protect you from falling objects and electric shock up to 2,200 volts. 'Class B' hard hats meet the same requirements as Class A hard hats but they are rated for shock protection up to 20,000 volts. 'Class C' hard hats are designed to protect you from falling objects but are not rated for electrical shock protection. Make sure that your hard hat is the right one for your job, and WEAR IT!

Never drill holes in your hard hat and check your hat daily for cracks, dents or deep scratches. This kind of change or damage could severely reduce its ability to protect you. The suspension system should not be removed except for cleaning. Don't wear your hard hat backwards (except while welding). Bump caps are not appropriate for construction projects; they are not built to provide the protection that a hard hat does.

Don't take chances - wear your hard hat always, it protects your head which in turn protects your brain. Keep your hat clean and replace it immediately if it is damaged. If a head injury should occur, report it to your supervisor.

Make sure your hard hat fits properly. It is the symbol of a construction worker. 'Wear it proudly!

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

HOUSEKEEPING & TRIPPING HAZARDS

As each of us works throughout the jobsite, our daily needs require extension cords, air compressor hoses, cutting torch hoses and welding leads. Each of these cords or hoses acts as an umbilical cord providing us with the necessary electricity, compressed air, acetylene, oxygen, grounds for welding, and power for the welding stinger. The danger here is that any of these leads can become tangled and create tripping hazards if they are not placed properly before you start work.

We must take the time to run them underneath walkways, overhead if needed, away from access doors and ramps, and away from pinch points. Leads and hoses are subject to cuts, abrasions, puncture and plain old normal wear and tear. Remember to run leads, cords and hoses out of the way, cover them properly and most of all, do not let them become tripping hazards.

There are many other objects around the work area that are just as dangerous. Have you ever stepped on a screwdriver or a short piece of pipe and felt your feet about to slip out from under you? Did you ever trip over a shovel carelessly left on the ground? Have you ever thought of how well a wire snare works in catching small or large animals? How about your foot! We must take time to pick up long pieces of tie wire, if not, you may be the next one that is snared.

All the above can be solved if we do a little housekeeping while we work. Cleaning up at the end of the job is fine, in fact it is essential, but job cleanup is not a one-shot proposition, it is a continuous operation. It is an important factor in construction efficiency and in the prevention of work injuries. Remember these tips -- store material and tools neatly, cleanup scrap as work progresses, keep walkways clear always, and take care of your tools. Do not leave them where they will cause you or others to fall.

GOOD JOBSITE HOUSEKEEPING PROMOTES EFFICIENCY AND MORALE AND HELPS TO REDUCE ACCIDENTS. 'THE INJURY YOU PREVENT MAY BE YOUR OWN!'

ATTENDEES: **Print Name**	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

HORSEPLAY

PRACTICAL JOKERS AREN'T WELCOME ON THIS JOB

Nor is anyone who encourages them. It’s not that we don't have a sense of humor. But we also have a sense of responsibility toward keeping our employees safe.

MOST PRACTICAL JOKES AREN'T FUNNY

Take the guy who thought it would be hilarious to sneak up on a friend, give him a quick blast on the neck with an air hose, and watch his reaction. The reaction was quicker than expected. When the air hit the man, he jerked around instantly. The blast entered his ear, broke the drum and ruined his hearing.

NOT INNOCENT FUN

Some states criminally prosecute the practical joker who causes injury or death. They have ruled that the consequences are not the result of an accident, but of a deliberate act. Most practical jokes are not as innocent nor as much fun, as some persons would like to pretend.

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

SAVE YOUR HANDS

Here's a test to see how fast you can untie your shoes. You can use both hands, but you can't use your thumbs. Not so easy, is it? And, yet, do you realize that 25% of all disabling injuries involve hands and fingers?

Common causes of hand injuries

What are some of the common causes of injuries to hands and fingers, most of which usually are preventable? They include struck by hammers, pinched between objects being moved, cut by sharp objects, pierced by splinters and slivers, burned by hot objects or chemicals, and caught in moving machinery.

Gloves – A prime means of protection

If your skin remains unbroken, it can keep germs out. Once it's opened by a scrape or cut, however, germs can get in and infection can result unless you get proper treatment. And, no matter how rugged you think your hands may be, they aren't tough enough to stop splinters, slivers, or to resist punctures.

That's why gloves are important. They're like an extra layer of skin. The nail that rips your glove would have injured you if your hand had been bare.

Wear gloves whenever you are handling rough or sharp material. Use rubber gloves when working with chemicals, solvents, or other material that can irritate your skin. Wear gloves that fit properly. Also, remember that gloves shouldn't be worn when there is a possibility they can get caught in moving machinery.

Guards are hand savers

Guards on power saws and other equipment sometimes seem like a nuisance, always getting in the way. But they're on the equipment to protect you against injury. By removing guards or otherwise making them ineffective, you increase your chances of getting hurt, Tie one hand behind your back for a day and you'll appreciate what the consequences of working without a guard can be.

Other dangers

Many hand injuries occur even when you are wearing gloves or using guards. Be alert to these dangers, too. Such injuries can result from the unexpected shifting of material, getting hands caught in pinch points, grabbing moving parts of the machinery, or holding work in the hands that should be held in a vise or securely clamped.

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

MATERIAL HANDLING

Lowering from overhead

We talk a great deal about the proper way to lift things up. But we don't say enough about lifting them down – that is, lowering them from overhead. This can be dangerous. Recently a worker was tearing down a machine. He had to remove a flywheel from a shoulder-high shaft. The wheel didn't look heavy to him, but when it came free, it was more than he could handle. He fell to the floor with the flywheel on top of him and was seriously injured.

A common occurrence

Getting into trouble when lowering heavy items is a common occurrence. You may have experienced trouble yourself. Perhaps you had to get a box of hardware from a high shelf. You had the box over your head and suddenly realized you couldn't handle it. It was coming down on top of you. You were afraid to hang on to it, afraid to let go. The box hit you as it slid from your grasp. The contents scattered all over the floor.

How to approach overhead loads

1. Size up the load: if it looks too heavy for you to have lifted it to where it is, it's probably too heavy for you to take down. Give yourself the benefit of the doubt. Once you get it loose, it's all yours. And if you can't handle it, it's too late.

2. Ask yourself: How did it get up there? Was it put there by lift truck? By two men? By a real big guy? Atlas maybe? The way it got up there is probably the best way to get it down.

How to lower a load you can handle

When you are lowering something, you can handle, set it down the same way you would lift it up. Keep knees bent and back straight. If you must place it to one side or the other, don't twist your body. Move your feet instead.

What goes up will come down – faster

If you're lifting something up, you can always stop if you find it's too heavy. But when lowering a load from overhead, you've already passed the point of no return the moment it breaks free.

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

MEDICAL

Serious injuries
At our safety meetings, we stress accident prevention. And we try to follow through on the job. But accidents sometimes occur despite all our efforts.

Helping a victim may do more harm than good
We all are inclined to lend a helping hand when we see a fellow worker injured and suffering. We want to ease the pain and do whatever else we can to aid in the emergency. And this is to our credit. But in some cases, we can do more harm than good. Often, it's better to let an injured person alone until professional or trained help arrives.

Trained first aiders often close at hand
Many persons have taken Red Cross first-aid training courses, and one of them is usually close at hand. If so, follow that person's directions. Maybe some of you have taken a first-aid course. If so, let me know, so that we can call on you for assistance in case of emergency.

Remember this important rule
For those of you who have had no training in first aid, remember this rule: "Do not move an injured person nor try to get that person to stand."

I recall a case in which a laborer suffered a crushed hip. Fellow workers helped him to stand and tried to make him walk. This resulted in intestinal damage, which killed him. In another case, a simple fracture turned into a compound fracture because witnesses persuaded the injured man to get to his feet.

Get help
A good rule to follow when there's an injury is that unless you know what to do, get help. This applies to all cases of serious falls, collisions, crushing injuries, and severe blows by heavy objects or vehicles. Always consider the possibility of injury, even when there's no outward evidence.

Curb your natural tendency to try to get injured persons on their feet. Make the victim as comfortable as you can with the least possible movement. Then let that person alone until trained help arrives. Persuade the victim to stay down and not get up.

In case of bleeding
In case of bleeding you can help by doing something to stop the flow of blood. The best way to stop bleeding is to press a clean handkerchief or cloth tightly over the bleeding area. Pressure causes the flow of blood to slow down or stop and allows clotting to take place.

In some instances of severe bleeding, or in those cases where the blood can't be controlled by pressure alone, a tourniquet may be necessary to control excessive blood loss adequately. An improperly used tourniquet, however, may cause permanent injury or led to amputation. OSHA has published the Bloodborne Pathogen Standard, which protects those who might be expected to render first aid.

First-aid courses available
If any of you are interested in learning first aid, the Red Cross will be happy to have you attend its classes. You can find out where these classes are conducted by calling the local Red Cross office. The U.S. Bureau of Mines also provides first-aid courses.

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

CLOTHING FOR CONSTRUCTION

There's one industry where today's fashions just don't make it. That's construction. Fancy duds are likely to get caught or snagged and cause you to fall or get hurt in some other way. Your clothing should not only be appropriate, but rugged enough to stand up to the use it'll get.

Keep your shirt on
Always wear a heavy-duty shirt, preferably long sleeved with the cuffs buttoned at the wrist. Don't wear it loose or baggy. Keep it tucked in to avoid snagging.

Your shirt will protect you from sunburn, so keep it on even when the weather is hot. It also will protect you from scrapes and from skin-irritating materials, such as concrete water and poison ivy. Don't wear anything around your neck that can dangle and get caught in machinery.

No baggy pants
Wear straight-line pants of proper length without pocket flaps or cuffs. They should not be baggy or so long that your heels get caught in them.

You probably can't keep your pants up without a belt. If your belt is too long cut off the extra length or run it through additional belt loops. In this way, it won't get caught and pull you into machinery.

Leave jewelry home
One of the most common causes of amputated fingers is jewelry, such as rings, wristwatches and bracelets. It may look nice, but if it gets caught in machinery, you're in for a painful experience.

Put your best foot forward
Different jobs call for different kinds of footwear. Generally, properly fitted, high top safety boots should be worn. They give you more support than other boots do and more protection in case you drop something on your foot. Hard-tip footwear is recommended. Wear rubber boots when working in wet material, especially if it's deep. Spreading concrete is a good example.

Winter weather
During cold weather, two light, woolen shirts are better than one heavy one for warmth. Gloves and hard hat liners are also advisable in cold weather.

Dress right
When you dress for construction jobs, remember that you're not out to model the latest fashions. Your work clothes may not make you the sharpest dude on the block, but you'll look a lot better than you would if loose clothing or jewelry caused you to get caught in a machine.

ATTENDEES: **Print Name**	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

SCAFFOLDING

Scaffolds are used every day- in construction, providing a place to work from, and used in con-junction with other scaffolds, they become support structures or platforms to store material.

OSHA investigated 214 fatalities related to falls from scaffolds from 1985 to 1989. That's 5 years with an average of more than 40 deaths per year! In addition, falls from scaffolds cause injuries ranging from severe sprains or strains to broken bones. Many of these injuries could have been prevented if every person using a scaffold followed some basic guidelines.

*Follow all local codes, ordinances and regulations pertaining to scaffolding.

*Be sure you inspect all equipment before use and daily thereafter. Check for cracks or bent parts, connectors, bracing, guard rails, access ladders, and especially footings. NEVER use any equipment that has been damaged. Be sure the scaffold is not overloaded.

*NEVER ride a rolling scaffold and be sure to lock or block the wheels after moving it.

* The working platform height of a rolling scaffold must not exceed 4 times the minimum base dimension.

*Keep platforms and the area around the scaffold free of debris and unnecessary material or other hazards that could cause you to trip or fall.

*Be sure to plank all work areas and only use lumber that is graded as scaffold plank.

*Never allow unsupported ends of planks to extend an unsafe distance beyond supports and be sure all planks are secured so they cannot be dislodged.

*Fasten all braces securely and do not mismatch side braces.

*Provide overhead protection if there is a hazard above the work area.

*Don't use scaffolds near power lines.

*Check access. If your scaffold is not equipped with a built-in ladder be sure to have a safe means to ascend and descend.

PLAY IT SAFE! DON'T TAKE CHANCES ON SCAFFOLDING! WHEN IN DOUBT, ASK YOUR SUPERVISOR.

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

INJURY INCIDENT PYRAMID

Many of us know about the Incident Pyramid already, but some of the newer employees may not.

This pyramid is nothing more than a representation of the statistics about injuries. Year after year, industry after industry, injuries statistically fall into this pyramid.

Near Misses and Unsafe Acts are the bottom of the pyramid. There are thousands of these. These are things such as not wearing your seatbelt on a forklift. Not putting your machine in ESP while clearing a jam, not wearing cut resistant gloves while putting on a cutting die or changing blades.

Next up are Recordable Injuries. These are injuries that require more than basic first aid. The injury may require a prescription anti-biotic, physical therapy, a few sutures and things that are above and beyond first aid treatment. For all the thousands of near misses and unsafe acts, sooner or later it will result in an injury that requires this type of treatment.

Next up are Life Changing injuries. Statistically, for every 600 recordable injuries, year after year, industry after industry, there will be 30 life changing injuries. That is 5%. These are injuries such as amputations, major surgeries, broken bones and the like. These types of injuries will change your life and those who depend on you.

And finally at the top there is a fatal injury. For every 30 life-changing injuries, there will be one fatal injury.

So what does this mean? We need to work on the unsafe acts and the near misses at the base of the pyramid. If you can reduce or eliminate those, then you can stop the cascade effect that comes with injuries to begin with. To eliminate the recordable and life changing injuries you need to reduce the near misses and unsafe acts.

The only way to stop it is to eliminate the unsafe acts and near misses.

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

"EXTENSION CORD SAFETY"

Extension cords are designed to be conveniences, not hazards. But too often the people who use them convert them into hazards. Let us go over some of the ways these safety hazards are formed.

Extension cords are often placed in areas where people aren't used to having them around, and a tripping hazard results. This type of hazard is one of the more common ones; so, when you use an extension cord, try to keep it out of aisles and other places where pedestrians might trip over it. When someone trips over a cord, there is not only a chance of injury, but the plug may be jerked to the extent that it's damaged, making it an electrical hazard.

Selecting the right extension cord for the job can eliminate many hazards to start with. All cords should be UL listed, properly grounded, and meet other applicable electrical code specifications. If you're using portable electrical equipment, the equipment should be properly grounded.

Extension cords are items that get considerable usage. Appropriate cords should be used with portable electric tools.

If moisture, heat, or chemicals are present, be sure your cord is the proper type to resist the conditions there. A word of caution, if you make a good connection with a live wire carrying even 110 volts, it can be fatal. Wet or sweaty hands make a dangerous connection when at the same time they are in contact with a good ground like a wet surface.

A lot of the strains on current-carrying parts of extension cords can be prevented by use of heavy-duty plugs, which are clamped to the cord. This is particularly helpful in cases where the cord is accidentally pulled or jerked. It is important to inspect extension cords often and, if they are damaged, do not use them.

SAFETY REMINDER: "Electricity is a silent killer. Use it wisely"

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

Noise - Preventing Hearing Loss

Noise, unwanted sound, bombards us at work, home and at play. Millions of people are exposed to hazardous noise on and off the job. Excessive noise damages the hair cells inside our ears. This damage is gradual, invisible and painless. Damage to our ears from excessive noise is permanent and causes hearing loss.
You can develop hearing loss while working with loud equipment on the job or driving a motorcycle, riding in a motorboat or shooting a rifle. No matter the source, whether at work, home or play, hearing loss can occur. A hearing conservation program is designed to help you learn how to protect and preserve your hearing both on and off the job.

Protect Yourself

- ✓ Use hearing protective devices such as ear plugs or ear muffs whenever you are using loud equipment or operating noisy machinery or recreational equipment,
- ✓ Make sure the hearing protection devices are properly maintained,
- ✓ Make sure you wear the devices properly, sometimes muffs must be worn over plugs to provide adequate protection.
- ✓ Tell your supervisor if plugs or muffs are uncomfortable or don't fit properly.
- ✓ Do not remove mufflers or other noise reduction devices on equipment.
- ✓ Tell your supervisor when work equipment isn't working properly or is producing more noise.

Kinds of Hearing Loss:

- ✓ Temporary threshold shift, temporary loss of hearing, noticeable in the higher frequencies, perceived as muffling of sounds,
- ✓ Tinnitus, a ringing or buzzing in the ears, usually within first two hours of exposure
- ✓ Permanent threshold shift, repeated exposure causes this permanent, irreversible hearing loss

Hearing Conservation Program:

A Hearing Conservation program has been developed to help you learn to protect your hearing when working at noisy tasks. If the eight-hour average exposure level is above 90 decibels (dBA) a program is established.

A Hearing Conservation program consists of:

- ✓ Workplace testing to measure noise levels of tasks
- ✓ Hearing protection devices selected and properly fitted to each employee
- ✓ Hearing testing to determine if hearing loss has occurred
- ✓ Information and training about the effects of noise on hearing
- ✓ Hearing protection provided for off the job tasks.

ATTENDEES: Print Name	Signature

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

SIGNS

Signs, tags, and color codes are used on construction sites to warn employees of hazardous conditions and help them in case of an emergency. For signs to be effective they must be understood by the workforce they are trying to inform. Most signs are in English, however there are times when they should be in the language of the workforce that is present. If everyone speaks Spanish, then signs should be in that language. Pictograph signs may also be used.

RED -- is the basic color used to inform workers of an immediate hazard. Most DANGER signs are red and white with white lettering on the red portion and black letters in the white area. Examples are: DANGER - HIGH VOLTAGE, DANGER - KEEP OUT, DANGER - NO SMOKING. Red is also the color that identifies fire protection equipment and apparatus, safety cans, fire extinguishers and alarms. And of course, there is the familiar red octagon with STOP in white letters.

YELLOW -- signs are messages of caution and warn you to protect yourself. Caution signs are yellow with black lettering. Examples: CAUTION - WATCH YOUR STEP, CAUTION - LIVE POWER SUPPLY, CAUTION - EYE PROTECTION REQUIRED.

ORANGE -- is the color used to identify dangerous machine parts. These are locations that can cause major lacerations, crushing injuries or electrical shock. For example, gears, pulleys and rollers may be marked with this color.

PURPLE -- is used to identify radiation hazards. You will see it if you work at a nuclear power plant. Purple identifies where radioactive materials are stored or handled. Site X-ray technicians will have containers or vehicles marked with radiation signs to alert workers.

Another sign is the SAFETY INSTRUCTION SIGN. These signs give you various kinds of safety information. The signs have a white background with a green panel that has white lettering. Example: This project has worked _ days without a lost time accident.

SIGNS PROVIDE YOU WITH SOME TYPE OF INFORMATION TAKE TIME TO READ AND UNDERSTAND THE MESSAGE. THE SIGN IS THERE FOR YOUR PROTECTION.

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

PROTECTIVE FOOTWEAR

Today we are going to talk about protective footwear. You may or may not have given this much thought. Dressing right for work is like dressing right for sports -- no professional football player would take the field wearing dress shoes. Wearing the right shoes will help you do a better job; and do it more safely. The first thing to think about is the type of foot protection you are going to need. Construction work requires you to walk, stand, bend, stoop and climb; therefore, it is imperative that you wear sturdy, comfortable footwear. Leather shoes and boots provide the best protection. Tennis shoes, sandals and flip-flops are not acceptable footwear on a construction site. Remember, your feet and toes are made up of many small bones, and just one object dropped on your foot can cause a serious, painful injury.

Another potential jobsite injury ran occur by stepping on a nail or a sharp object. A protruding nail shall puncture the top, side or sole of your boot in a split second I you are not careful. Safety boots come equipped with steel toes, heavy duty leather uppers and steel shanks to help prevent puncture wounds. Your footwear should fit your feet snugly and give your ankles adequate support. Good support will help prevent you from turning or twisting an ankle while moving around the job site.

Look at your feet right now. Are you wearing the right footwear for the job you are doing today? If you are working around protruding nails or other sharp objects, you should be wearing leather work boots with good soles. Are you working in concrete? If so, you need to be wearing rubber boots. Wet concrete on your feet will cause concrete turns. Make sure you wash your feet and put on a pair of clean socks if your feet come in contact with wet concrete. In cold weather, it is important to keep your feet warm. Wear a comfortable pair of warm socks and keep a second pair available in case your feet get wet during the day. Get the message? Your feet take a beating every day. Make their job a little easier by wearing the right footwear

SAFETY FOOTWEAR HELPS YOU AT WORK, DON'T FORGET TO PROTECT YOUR FEET OFF THE JOB AS WELL.

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

DUST

Silica is the second most common mineral in the earth's crust and is found in many rocks, sand, and construction materials.

You can get a lung disease called silicosis by breathing very small silica particles into your lungs. These particles can be seen only with a microscope. Overexposure to silica may also make you more susceptible to bronchitis, tuberculosis, or other respiratory disorders.

Protect Yourself

- ✓ Use any engineering controls, such as dust collection systems, exhaust fans, or wetting attachments that have been installed to reduce silica dust levels.
- ✓ Make sure they are properly maintained.
- ✓ Tell your supervisor when engineering controls aren't working properly.

Minimize Dust by Following Good Work Practices

- ✓ remove dust with a water hose
- ✓ vacuum with a high-efficiency particulate filter rather than blowing it clean with compressed air
- ✓ wet sweep instead of dry sweeping

Use of Respirators

When engineering controls alone are not adequate to reduce exposure below permissible levels, use of approved particulate respirators may be necessary. Follow directions and guidelines from your supervisor. Respirators will be selected to protect you from the potentially harmful effects of silica. However, if your dust mask is used improperly or not kept clean, the respirator itself can become a hazard.

General Health Tips

1. Whenever possible, do not stand in any visible cloud of dust.
2. Position dust producing operations with respect to prevailing winds whenever possible.
3. Remain upwind of any dust sources.
4. Change into disposable or washable work clothes at your worksite, if possible.
5. Avoid eating, drinking, or using tobacco products in work areas where there is dust.
6. Wash your hands and face before eating or drinking.

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

KNIFE SAFETY

There's one hand tool that demands your respect over many others in the workplace, a tool that can cut you to the bone in an instant . . . the utility knife.

Many workers use utility knives to cut strapping, puncture shrink wrap and open packaging. But one wrong move and these retractable blades can do serious harm.

In fact, nearly 40 percent of all injuries attributed to manual workshop tools in the US involve knives with retractable blades.

Many accidents involving utility knives occur for the following reasons:

- Drawing the knife towards you instead of away from your body.
- Working with a dull blade. (Dull blades require more pressure, increasing the potential for injury.)
- Trying to cut more than the knife can handle.
- Improperly storing the knife with the blade extended.
- Failing to wear personal protective equipment.
- Neglecting to inspect the tool before use.

There have been cases where workers have suffered injuries from exposed blade tips. This is because the blades did not completely retract into the handle. That's why it's important for workers to use the proper size blades or replace defective retraction mechanisms. Some companies use self-retracting utility knives – the blade automatically retracts into the handle when not in use.

Problems also arise when some employees don't have or can't find a utility knife supplied by the company. As a result, they tend to use whatever is handy, such as a pocket knife or other tool with a sharp edge. This can quickly turn hazardous if the tool slips or is used incorrectly.

The following are safety precautions to keep in mind when using utility knives:

- Wear safety glasses to protect your eyes in case a blade breaks.
- Always use a sharp blade. They are safer than a dull blade.
- Wear cut resistant gloves and sleeves (at least Level 3) to protect your hands and arms.
- Hand a utility knife to a co-worker with the handle first.
- Use one of the newer model self-retracting blade knives. The technology has increased the safety of this tool tremendously over the past several years.
- If the application allows, use one of the new knives with a shielded knife surface such as the Klever cutter or similar.
- Consider using a rounded tip blade if the application allows for such.
- Ensure the blades are properly positioned in the handle before use.

(Insert your company logo here)

TOOLBOX TALK

KNIFE SAFETY

- Keep extremities out of the cutting path.
- Don't apply too much pressure on the blade.
- Follow manufacturer's instructions when changing blades.
- Don't use utility knives to pry loose objects.
- Dispose of dull or broken blades in a puncture-resistant container.
- Use of deposable knives with breakaway blades is not meant for industrial use. Stay away from them.

Utility knives are extremely handy on the job, but they can also be handy in causing serious injuries.

ATTENDEES: Print Name	Signature

SUPERVISOR / FOREMAN Signature: _____

(Insert your company logo here)

TOOLBOX TALK

Project Name: _____Project Number: _____ Company Name: _____ Date: _____

WEATHER - Why talk about the weather?

We have no control over rain, snow, sleet, wind, lightning or sunshine. But we can control what happens on our job despite the elements. Some of the biggest problems on construction jobs are caused by wind and lightning. Wind probably causes the most accidents; lightning can be deadly.

Watch out for wind

Don't let the wind catch you off guard. I'm not just thinking of tornadoes or hurricanes, but of everyday winds and unexpected gusts. Wind just loves to pick up anything it can and sail it away. So, when it's windy, securely tie or weight down supplies and materials.

It's amazing what a little wind can do. Some gusts can pick up a 4 x 8 sheet of plywood from the top of a high rise building and carry it several blocks. Or blow you off a scaffold. On one occasion, the wind blew empty 10-gallon drums off a 15-story building. One drum went through the roof of a tool shed. What would have happened if the drum had landed on you? You'd have had more than a giant-sized headache.

It seems the higher you go, the stronger the wind. When working on tall buildings, stay away from roof edges, floor openings, and similar drop-offs where the wind could blow you over. Weight down or otherwise secure material or equipment that can be blown down.

Don't loiter on the leeward side of unbraced walls, lumber stacks or anything else that can be blown over by a sudden guest of wind. In many instances, workers shave been seriously injured when an unbraced wall or form was blown over on them while they were sitting in its shade during lunch or before starting work.

Lightning hurts

Every so often we read about workers being struck by lightning. They usually come out second best. Recently a hook-up man was electrocuted when lightning struck the crane boom while he was holding on to the hook preparing some materials to be lifted.

We all like to keep things moving until we're rained out. But when lightning is around, it's safer to take shelter early. Very often an electrical storm occurs without rain. Or a lightning storm proceeds the rain. So, if you're working with a crane, on top of steel frame-work, or around other projecting equipment or a building, the safest thing to do is to seek shelter when you see lightning.

You'll be reasonably safe from lightning inside the structure, particularly when it's equipped with lightning rods. You'll also be reasonable safe in an automobile or truck. But never take shelter under an isolated tree or where you're in contact with a tractor, crane, or other equipment. If you get caught out in the open, stay as low as you can. It's much safer to be down in a ditch than on top of the ground.

RAIN CAN RUIN A JOB

Rain may be good for the farmer, but it can play havoc with a construction job. It can turn it into a gigantic mud pie. Water seems to get in everywhere. Rain can ruin building materials and supplies and generally make things downright messy. Steel gets slippery, equipment gets stuck, and we get wet. Rain can also damage finished spaces and tenant equipment.

By covering equipment, materials, tools, supplies and ourselves, we don't give rain a chance to do as much damage as it could. We can eliminate slipping hazards by sweeping water out of low areas used as passageways inside of buildings under construction.

(Insert your company logo here)

TOOLBOX TALK

WEATHER - Why talk about the weather?

Don't slip on ice and snow

When we work in colder climates, ice and snow make things slippery. Clean and sand any work surfaces, such as scaffolds and passageways, where there is ice and snow. Or turn the planks over. We need the best possible footing we can get. We don't want to end up like one fellow. He didn't sweep off the scaffold one afternoon after some light snow had fallen during the morning. He slipped and fell ten stories to his death.

Controlling the weather

As I said, we can control the weather only as far as it affects the job. I haven't been able to discuss all the safety precautions that can be taken in case of inclement weather. But common sense usually dictates the right thing to do in any situation.

ATTENDEES: Print Name	**Signature**

SUPERVISOR / FOREMAN Signature: _____