

Tool Box Talks Samples

prepared by

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YOUR COMPANY NAME HERE Toolbox Talks

The following short safety meeting discussion is to be held onsite by a Competent Person. All attendees shall sign below. Any questions or comments you may have may be discussed with the Responsible Safety Officer, **YOUR NAME HERE** or designated representative.

Location _____ Competent Person _____ 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 information 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. Make an effort 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.

Safety Recommendations: _____

Job Specific Topics: _____

Attended By: _____

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ABC'S OF FIRE EXTINGUISHERS

The following describes the classes of fire and the kind of extinguisher that can be used on each.

CLASS A FIRES

Wood, paper, trash, and other materials that have glowing embers when they burn. Extinguisher to Use: For Class A fires, use a Class A or Class ABC extinguisher. Always remember that a Class A extinguisher contains water and should be used only on a Class A fire. Used on gasoline, it can spread the fire; used on electrical fires, it can cause you to be electrocuted.

CLASS B FIRES

These are fires involving flammable liquids and gases, such things as gasoline, solvents, paint thinners, grease, LPG, and acetylene. Extinguisher to Use: Use Class B or Class ABC extinguishers.

CLASS C FIRES

These are fires in energized electrical equipment. Extinguisher to Use: Use a Class BC or Class ABC extinguisher.

SOME IMPORTANT POINTS TO REMEMBER

1. Use the fire extinguisher whose class corresponds to the class of the fire.
2. Never use a Class A extinguisher, which contains water or foam, on a liquid or electrical fire.
3. Know where extinguishers are located and how to use them. Follow the directions printed on the label.
4. Keep the area around the fire extinguisher clear for easy access.
5. Don't hide the extinguisher by hanging coats, rope, or other materials on it.
6. Take care of the extinguishers just as you do your tools.

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AERIAL LIFTS

- a. Lift controls shall be tested each day prior to use to determine that such controls are in safe working condition.
- b. Only authorized persons shall operate an aerial lift.
- c. Belting off to an adjacent pole, structure, or equipment while working from an aerial lift shall not be permitted.
- d. Employees shall always stand firmly on the floor of the basket, and shall not sit or climb on the edge of the basket or use planks, ladders or other devices for a work position.
- e. A body belt shall be worn and lanyard attached to the boom or basket whenever you're in an aerial lift.
- f. Boom and basket load limits specified by the manufacturer shall not be exceeded.
- g. The brakes shall be set and when outriggers are used, they shall be positioned on pads or a solid surface. Wheel chocks shall be installed before using an aerial lift on an incline, provided they can be safely installed.
- h. An aerial lift truck shall not be moved when the boom is elevated in a working position with men in the basket, except for equipment which is specifically designed for this type of operation in accordance with the provisions of 1926.556(a)(1) and (2).
- i. Articulating boom and extensible boom platforms, primarily designed as personnel carriers, shall have both platform (upper) and lower controls. Upper controls shall be in or beside the platform within easy reach of the operator. Lower controls shall provide for overriding the upper controls. Controls shall be plainly marked as to their function. Lower level controls shall not be operated unless permission has been obtained from the employee in the lift, except in case of emergency.
- j. Climbers shall not be worn while performing work from an aerial lift
- k. The insulated portion of an aerial lift shall not be altered in any manner that might reduce its insulating value.
- l. Before moving an aerial lift for travel, the boom(s) shall be inspected to see that it is properly cradled and outriggers are in stowed position except as provided in paragraph h. above.

Safety Recommendations: _____

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