

## TOOL-BOX MEETING

**TOOL-BOX MEETING** is a brief safety talk on a specific subject at the beginning of the shift. It can be done in a variety of ways but are typically a brief (10-15 minute) on-the-job meetings held to keep employees alert to work-related accidents and illnesses. It is an interactive discussion meeting on safety. Toolbox Topics are used to cover a variety of short safety training subjects and to remind employees each day before they go to work, the importance of being safe. It is a quick and easy way to impart safety information to employees. Toolbox talks are good options for small groups, or when there isn't time to put on a full-scale safety meeting with slides, charts, and graphs. Tailgate or Toolbox safety meetings are 10-15 minute

Tailgate/toolbox safety meetings can be used to address actual problems on the job or in the shop. The supervisor leading the meeting can draw on the experience of workers, and use that experience to remind all employees –especially newer ones – of the dangers of working with particular kinds of machinery, tools, equipment and materials. When presented properly, a toolbox talk grabs listeners' attention and holds their interest. Toolbox talks should be clear and concise, addressing just a handful of key points. To ensure comprehension and retention, the person delivering the toolbox talk should end it with a recap of the main points.

### What to Talk About?

Talk about work practices, machinery, tools, equipment materials, attitudes, and anything else that may cause or contribute to a work-related accident or illness. Keep the topic relevant to the job or tasks at hand.

### How to Run a Good Meeting

1. Hold the meeting on the job, preferably where everyone can sit and relax.
2. Hold meetings at the beginning of shift or after a break.
3. Choose the topic carefully. Topics should be about health and safety problems on the job. Research the problem before the meeting. For machinery, consult the manufacturer's operations manual. For handling toxic substances, get a copy of the material safety data sheet. Your company's insurance carrier is another good source of information. Cal/OSHA also supplies a wide range of printed material on worksite safety and health.
4. Don't choose too broad a topic.
5. Encourage employee participation - keep your meeting short.

### Preparing for a Toolbox Talk

Here are some steps for preparing for a toolbox talk:

Observe and make notes of conditions in the workplace, such as potential hazards and worker carelessness.

Jot down an outline of three to five main safety points for the toolbox talk

Come up with a "punchline," a short sentence or phrase that sums up the toolbox talk and is easy to remember

## Sample Topic for Tailgate/Toolbox Safety Meetings:

### 1. Power Tool Safety

Portable electric power tools are just what their name implies, power tools. Because they're powerful, workers need to be aware of their limitations and potential hazards.

- Use and maintain tools with care.
- Keep them sharp and clean for their best and safest performance.
- Follow the manufacturer's instructions for lubricating and changing tool accessories.
- Use the right tool for the job.
- Don't force a small tool or attachment to do the job of a heavy-duty tool. It overstrains the tool and overloads the motor.
- Keep guards in place and follow lockout/tagout procedures.
- Unless it's designed for it, never use a portable electric tool where there are flammable vapors or gases present.
- If the tool is equipped with a three-prong plug, it should be plugged into a three-hole electrical receptacle. If an adapter is used to accommodate it to a two-prong receptacle, the adapter wire must be attached to a known ground. Never remove the third prong.
- Keep the cord in good condition.
- Keep it away from heat, oil, and sharp edges.
- Never carry a tool by its cord, or yank the cord to disconnect it from a receptacle
- Never carry a plug-in tool with your finger on the switch.
- Report any defective or broken plugs and insulation on cords.
- Take the tool out of service to be repaired or replaced.
- The greatest hazard of power tools is electric shock, so make sure the tool is properly grounded before it's turned on.
- It is dangerous to use power tools in damp or wet locations or if the worker is perspiring. Moisture helps electricity to flow easily through the body. Rubber gloves and footwear are recommended when working outdoors where it's damp.
- Wear proper clothing and personal protective equipment when working with power tools.
- Do not use Loose clothing or jewelry that can get caught in moving parts.
- Safety glasses or goggles can protect against flying particles or chips from entering the eye. Keep others out of the plane of rotation so they won't be hit by flying particles.
- Keep your balance and proper footing when working with power tools, being careful not to overreach.
- When you've finished with the tool, put it down or store it so that it can't cause an injury to another worker.
- Keep the work area well lit and clean. Cluttered areas and benches invite accidents.

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Date : \_\_\_\_\_

## 2. Housekeeping

- Floors, platforms, stairs, and walkways must be kept in good repair. Keep them free of slipping and tripping hazards.
- Do not allow waste materials and spills to accumulate in working areas. Maintain an ongoing program of waste disposal.
- Work areas must be well-lit.
- Place, stack, or store materials and equipment so they will not cause injury to workers.

The area within and surrounding the construction site can be very hazardous to workers if debris is allowed to build up.

- Use a waste bin to prevent buildup of rubbish. Ensure there are no protruding nails on loose or fixed materials.
- Use danger or caution tape where open trenches or excavations could present a hazard.
- Ensure all ground areas are firm and level where scaffolding or ladders are to be placed.



Project: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_ Shift: \_\_\_\_\_  
 \_\_\_ Number in crew: \_\_\_\_\_ Number attending: \_ \_\_\_\_\_

Other safety issues or suggestions made by crew members:

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**Record of those attending**

Name: (please print)	Signature:	Company:

Manager's \_\_\_\_\_ remarks: \_\_\_\_\_

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Manager: \_\_\_\_\_ (signature) Supervisor: \_\_\_\_\_ (signature)

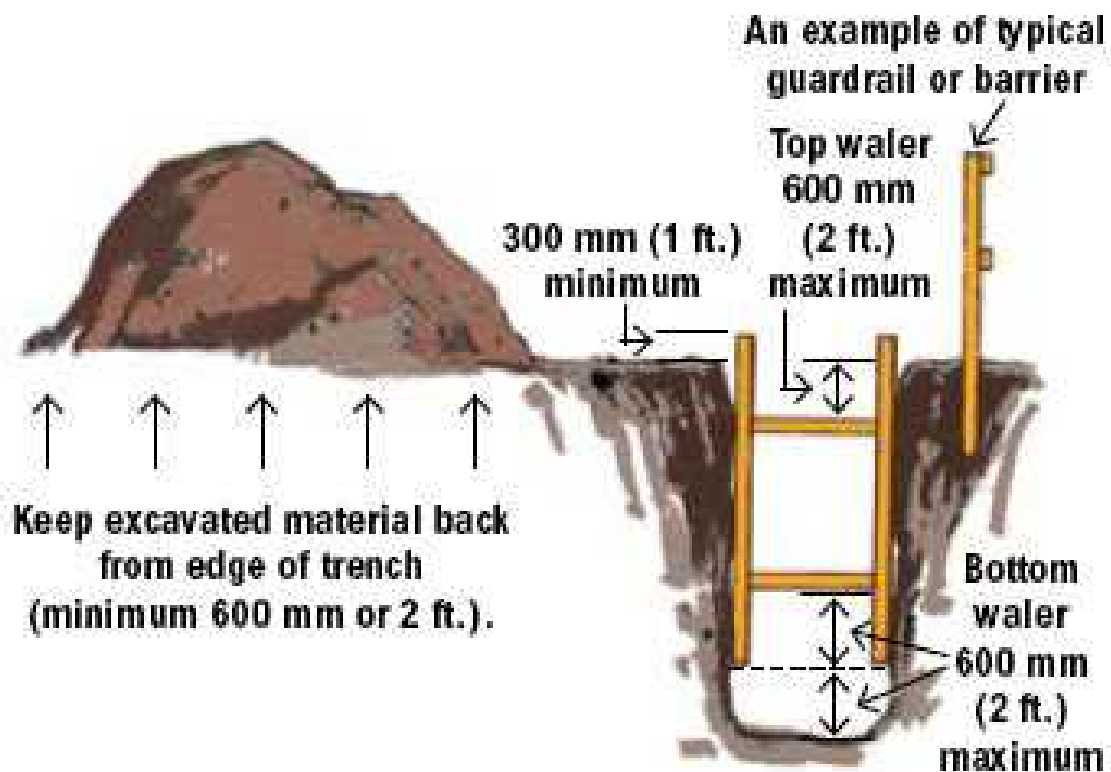
### 3. Excavation

- Excavation slopes and/or supporting systems must be inspected daily for erosion or deterioration.
- Excavated material must be kept back at least 600 mm (2 ft.) from the edge of any trench excavation and 1.2 m (4 ft.) from any other excavation.
- When necessary, excavations must be covered, or substantial guardrails or barriers must be erected around excavations to prevent workers or other persons from falling into them.

An example of typical guardrail or barrier Vertical supports must extend above the ground level a minimum of 300 mm (1 ft.) and must be no more than 600 mm (2 ft.) up from the bottom of the trench.

The top waler must be set at 600 mm (2 ft.) down from ground level.

The bottom waler must be set at 600 mm (2 ft.) up from the bottom of the vertical support.





*This is an example of ladder use in an excavation over 1.2 m (4 ft.) deep.*

A ladder must be provided when workers are required to enter excavations more than 1.2 m (4 ft.) deep.

The ladder must extend from the bottom of the excavation to at least 1 m (3 ft.) above ground level and be placed so that it is protected by the shoring.

Project: \_\_\_\_\_  
Address: \_\_\_\_\_  
Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Shift: \_\_\_\_\_  
Number in crew: \_\_\_\_\_ Number attending: \_\_\_\_\_

Other safety issues or suggestions made by crew members:

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Record of those attending:

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Manager's \_\_\_\_\_ remarks: \_\_\_\_\_

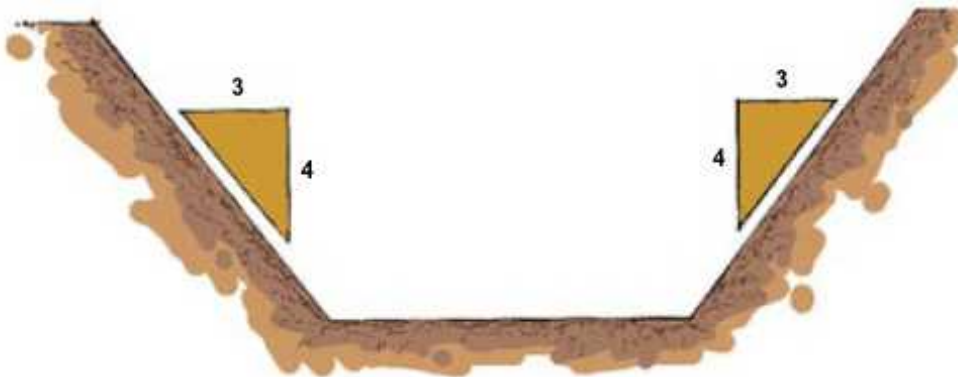
Manager: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
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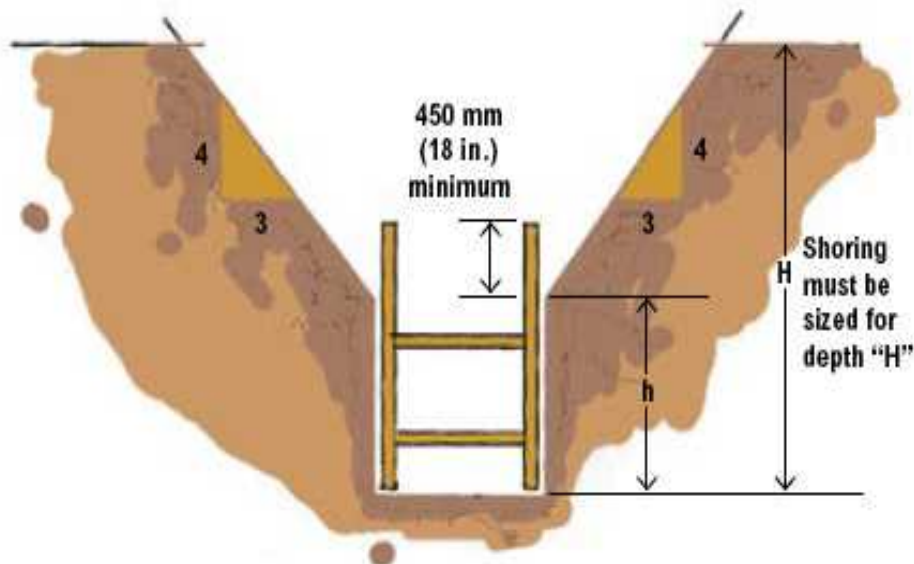
#### 4. Sloping and shoring requirements

No worker may enter an excavation more than 1.2 m (4 ft.) in depth unless:

- The sides of the excavation are sloped to a safe angle no steeper than three horizontal to four vertical, OR
- The sides have been supported by use of sheet piling or shoring and bracing, OR
- A combination of both sloping and shoring is used, OR The sides of the excavation have been sloped or supported in accordance with the written instructions of a professional engineer



Unshored trench and excavation walls must be sloped flatter than the angle of repose, but in no case steeper than three horizontal to four vertical unless specified in writing by a professional engineer.



**This is an example of combined sloping and shoring.**

Project: \_\_\_\_\_  
Address: \_\_\_\_\_  
Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_  
Time: \_\_\_\_\_ Shift: \_\_\_\_\_  
Number in crew: \_\_\_\_\_ Number attending: \_\_\_\_\_

Other safety issues or suggestions made by crew members:

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Record of those attending:

-----Name: (please print)  
Signature: \_\_\_\_\_ Company: \_\_\_\_\_  
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Manager's \_\_\_\_\_ remarks: \_\_\_\_\_  
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Manager: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
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