



GOVERNMENT OF THE
VIRGIN ISLANDS



Safety on the Worksite

Toolbox Talks



WORKSITE TOOLBOX TALK

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WORKSITE TOOLBOX TALK

What are “Toolbox Talks”?

Toolbox talks are short presentations to the workforce on a single aspect of health and safety. They are also called tailgate meetings, safety time-outs, crew briefings - the names vary according to the industry. These discussions were initially done in the construction industry where the crew informally gathered around the tailgate of a truck, or somewhere near a tool box, while the foreman issued instructions.

Toolbox talks are discussions conducted to continuously inform and educate employees so they can recognize, avoid, report or correct any health and safety hazards noted in their workplace. They provide an opportunity for a supervisor to emphasize the importance of a particular issue or procedure, and for the rank-and-file to ask questions or make serious comments. As a rule, these talks are kept brief, lasting no more than 3 - 5 minutes and should be interesting and relevant to the situation or environment in which they are being delivered. In some organizations, it is mandatory that all employees attend talks relevant to their areas of work.

The talks are conducted by a safety educator or the immediate supervisor, and each session should focus on one specific topic and address it in simple terms. The presenter should prepare in advance so that the “talk” will not be read. While it need not be about a safety topic, it is not uncommon for safety to be the topic. Topics under discussion should be topical and specific to the working environment. Learning to recognize safety hazards is an important part of the curriculum. Workers are educated about all aspects of the industry in which they work, so that they can identify problems with their work sites. Among the topics to be covered are accident trends, job-specific training requirements, and specifics related to the equipment being used. Electrical safety and proper handling of equipment are also common safety hazards that are covered. Workers are usually invited to tell stories about injuries they have witnessed or heard about, in order to learn from each other and the supervisor.

Finally, the Toolbox Talks should be documented. One of the most frequently cited OSHA Standards – 1926.21(b)(2) reads as follows:

“The employer shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.”

Essentially, this means that it is the employer’s responsibility to train employees regarding all workplace hazards and their appropriate safe-guards. Documentation is the most effective way to prove that this training has been completed.

In conclusion, it can be seen that the potential applications for tool box talks are endless and only limited by scarcity of resources and imagination.

Toolbox Talk #1

Responsibilities

Presenter's Notes

Under health and safety legislation all persons on site have a legal responsibility to conduct their activities in a safe manner.

Main Points

- ✚ You must take reasonable care of your own safety and the safety of others – by what you do and what you don't do!!
- ✚ Comply with statutory health and safety regulations.
- ✚ Co-operate with your employer in matters of safety and health.
- ✚ Report to your employer any dangers or defects that may endanger you or others – this may be in plant or equipment or indeed in systems of work.
- ✚ Make use of and not abuse Personal Protective Equipment supplied to you – this is for your own protection.
- ✚ You must NEVER interfere with or misuse any safety device / guard provided for safety purposes.

Point to Note

- ✚ **ON SITE SAFETY IS YOUR RESPONSIBILITY AS WELL.**



Toolbox Talk #2

Housekeeping

Presenter's Notes

Poor housekeeping is a common, but easily preventable, cause of accidents and it is the responsibility of every worker on the job to keep his work area clean and organised.

Main Points

Company Policy

- ✚ Housekeeping is an important issue on our sites because, in addition to safety purposes, a tidy job reflects the workmanship on the project.
- ✚ Each individual / sub contractor is responsible for the removal of debris and keeping their area of work clean.
- ✚ Look after your own area – clean as you go – do not leave hazards which place you or your workmates at risk.
- ✚ A minimum of 600mm is required on all working platforms.
- ✚ Keep all cables, hoses etc. away from walkways.
- ✚ All ropes in floors or roofs must be securely covered – **DO NOT COVER ROPES WITH PLASTIC SHEETING.**
- ✚ Ensure you have adequate lighting.
- ✚ De-nail timber as work progresses.
- ✚ All protruding re-bar should be cut or capped.
- ✚ The likelihood of fire on a site is increased if there is rubbish strewn about.
- ✚ Keep all access routes, especially fire escape routes clear of all debris and materials.
- ✚ Rats are attracted by food waste – use the bins provided and do not leave food on site.

Points to Note

- ✚ **A SAFE SITE IS A TIDY SITE AND IT IS YOUR RESPONSIBILITY TO CLEAN AS YOU GO.**
- ✚ **DON'T RELY ON OTHERS TO CLEAN UP AFTER YOU – THEY WON'T!**

Toolbox Talk #3

Personal Protective Equipment (PPE)

Presenter's Notes

Personal Protective Equipment (PPE) is designed to protect the wearer from injury by physical, chemical and biological hazards. It is the employer's duty to supply the equipment and it is the employees' duty to wear it. PPE is a last defence – if you do not wear it you have no defence!!!!

Main Points

- ✚ Mandatory equipment on this site – this may include safety boots, hard hat and high visibility vest.
- ✚ Job specific equipment must be available and worn.
- ✚ Company employees will be supplied with the required equipment – all sub contractors and self employed must provide their own.
- ✚ All equipment must be treated with respect – you may depend on it to save your life!



Head Protection

- ✚ Falling objects and materials can result in serious injury – wearing a safety helmet reduces the risk of such injury.
- ✚ Check your helmet for cracks and damage - IF IT'S DAMAGED REPLACE IT!
- ✚ Ensure helmet harness is adjusted to provide a comfortable and secure fit.
- ✚ DO NOT PAINT YOUR HELMET – IT WILL WEAKEN IT.
- ✚ Helmets last 2 to 3 years with average use. They are date-stamped to show the year of manufacture – replace as required.

Point to Note

- ✚ **IF YOU WANT TO STAY SAFE – WEAR A HARD HAT!**



Toolbox Talk #4

Manual Handling

Presenter's Notes

Manual handlings activated are a significant of injuries in the construction sector.

Main Points

- ✚ You must take reasonable care of your own safety and the safety of others.
- ✚ The primary aim is to eliminate manual handling so far as is reasonably practicable (i.e. use mechanical handling).
- ✚ Where manual handling must be carried out, then it must be assessed and proper procedures must be used.
- ✚ Plan deliveries and storage to take into account load sizes, locations and distribution.
- ✚ Assess all loads: are they heavy, bulky, unstable, difficult to grasp, sharp etc? Size up the load and, if necessary, make a trial lift by rocking it from side to side and then lifting it a few inches.
- ✚ Can you handle the load yourself or do you need assistance?
- ✚ Wear suitable clothing and PPE such as gloves and safety boots to protect against cuts, crushed toes, etc.
- ✚ Is there sufficient space, suitable lighting and a clear route to where you are taking the load?
- ✚ Do not carry a load that will obscure your vision.
- ✚ If necessary, move loads in stages.

Always use a good handling technique:

- ✚ Stand reasonably close to the load, feet hip width apart with one foot slightly forward pointing in the direction you're going.
- ✚ Bend your knees whilst keeping your back straight and get a secure grip on the load.
- ✚ Breathe in before commencing the lift.
- ✚ Carry out the lift smoothly using the legs to take the strain, keeping the back straight, chin up, and arms close to the body.
- ✚ Step off in the direction the advanced foot is pointing, keeping the load close to the body.
- ✚ If necessary, stop for rests en-route and avoid any jerky or twisting movements.

Toolbox Talk #5

Noise

Presenter's Note

Exposure to noise can cause permanent hearing loss - it can be irreversible.

Main Points

General

- ✚ The following equipment can be harmful to your hearing: compressors, con saws, breakers, generators, etc.
- ✚ You do not have to be using noisy equipment; you can be affected by someone working close by.
- ✚ Exposure to noise may cause hearing loss, irritation, annoyance and fatigue, lack of concentration.
- ✚ Use a less noisy process, if possible
- ✚ If you have to shout to be heard, then wear ear defenders.
- ✚ Ensure machinery is fitted with mufflers and that compressor doors are closed.
- ✚ Your first priority should be to reduce noise levels and hence your exposure to noise.



On Site Safety

The presenter should outline / reiterate the site specific requirements of this particular site with regard to:

- ✚ Rated hearing protection
- ✚ Risk assessment
- ✚ Method statements
- ✚ Noise monitoring
- ✚ Health surveillance

Point to Note

- ✚ **NOISE CAN DAMAGE YOUR HEARING PERMANENTLY. WEAR YOUR HEARING PROTECTION!**

Toolbox Talk #6

Alcohol and Drugs

Presenter's Note

All persons on site have a legal responsibility to **NOT** come to work under the influence of any intoxicants.



Main Points

General

- ✚ Do not get drunk the night before coming to work and expect to work safely the next day – alcohol takes time to work its way out of your system. As a rough guide, allow one hour for every single unit of alcohol you drink (a unit equates to a glass of spirit / glass of wine or ½ pint of beer)
- ✚ Be aware of the signs of drug abuse in others; these could include watery eyes, pin-point or dilated pupils, runny nose, constant sniffing, sores, ulcers, trembling or fatigue. If you see signs or you are concerned, raise the matter with your supervisor. Ignore it and it could be you that is injured or indeed killed.
- ✚ If you are prescribed drugs that affect how safely you can work, let your supervisor know.

On Site Safety

Presenter should outline the following:

- ✚ Alcohol and Drug policy
- ✚ Disciplinary Policy
- ✚ Awareness programmes

Point to Note

- ✚ **YOU MUST BE FIT FOR WORK. DRUGS AND ALCOHOL CAN CAUSE FATALITIES!**



Toolbox Talk #7

Working at Height

Presenter's Note

Nearly 50% of all fatalities in construction are falls from height.



Main Points

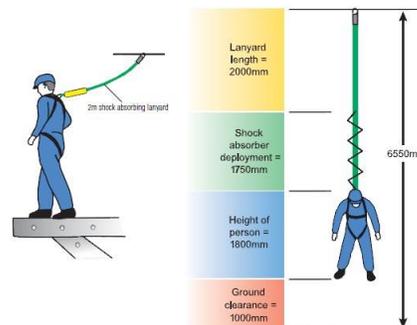
General

- ✚ Selection of the safe working system for task.
- ✚ Ensure barriers are secured and not removed for the safety of all.
- ✚ Ensure you know how to use a safety harness should you have to use it.
- ✚ If in doubt, stop and think – get advice.

On Site Safety

The presenter should outline / reiterate the site specific requirements of this particular site with regard to:

- ✚ Collective fall protection systems
- ✚ Personal Fall protection equipment
- ✚ Training & Supervision
- ✚ Method Statements & Risk Assessments
- ✚ Good access to and from scaffolds



Point to Note

- ✚ **50% OF ALL FATAL ACCIDENTS ARE AS A RESULT OF FALLS FROM HEIGHT. DON'T LET IT BE YOU!**

Toolbox Talk #8

Chemicals at Work

Presenter's Note

Uncontrolled exposure to chemicals can have adverse health effects on workers.

Main Points

General

- ✚ Many of the chemicals used in the construction process including mineral oils, mould oils and cement can cause skin problems – which can lead to cancer in extreme cases.
- ✚ Chemicals, including alkalis, acids and chromates (found in cement) can cause ulcers.
- ✚ Constant exposure of the skin to wet cement, e.g. screeding, kneeling in wet screed, pouring concrete, or concrete getting into boots, can result in very severe concrete burns to the skin which can result in deep scarring and pain.
- ✚ Solvents such as paraffin and white spirit dissolve oils within the skin, increasing the chances of infection.

On Site Safety

The presenter should outline / reiterate the site specific requirements of this particular site with regard to:

- ✚ PPE
- ✚ MSDS
- ✚ Method Statements & Risk Assessments
- ✚ Chemical safety training awareness

Point to Note

- ✚ **CHEMICALS – KNOW WHAT THEY ARE AND HOW TO USE THEM!**



Toolbox Talk #9

Abrasive Wheels

Presenter's Note

Abrasive wheels can kill if incorrectly fitted or used in correctly.

Main Points

General

- ✚ Burst Wheels
- ✚ Flying particles entering eyes
- ✚ Disc incorrectly fitted
- ✚ Injuries to limbs
- ✚ Inadequate access to workplace
- ✚ Unauthorised use of equipment



On Site Safety

- ✚ Concrete saws and angle grinders will be considered to be abrasive wheels.
- ✚ Any person who uses such a tool or who changes a wheel or disc on such a tool must be trained.
- ✚ Wheels should never be operated without guards in place. Operators should wear suitable personal protection, especially for the eyes.
- ✚ The operator should carry out a visual check on the machine or tool prior to use. He should also check for loose plug connections or damage to the cable sheath and report any faults to his supervisor.
- ✚ Do not exert heavy pressure on the wheel.
- ✚ Reinforced wheels must always be used on hand held machines.
- ✚ Check that the maximum speed of the wheel is greater than the maximum spindle speed before fitting.
- ✚ Keep your fingers away from the cutting edge of the wheel.
- ✚ Eye & ear protection **MUST** always be worn
- ✚ When mounting wheels or discs, ensure that the maximum operating speed marked on the wheel is not exceeded.
- ✚ The wheel guard must be secured in position and properly adjusted before the wheel is run.

- ✚ Grinding on the side of straight sided wheels, used for offhand grinding, is dangerous particularly when they are appreciably worn or when sudden pressure is applied.
- ✚ Loose clothing must not be worn by the operator.
- ✚ Make sure that other personnel are clear of the area in which you are working.
- ✚ Run a replacement wheel for a full minute before attempting to use it.

Point to Note

- ✚ **TRAINING IS REQUIRED TO USE ABRASIVE WHEELS!**



Toolbox Talk #10

Safe Access

Presenter's Notes

A high number of accidents are caused by slips, trips and falls on a single or round level.

Main Points

- ✚ Persons slipping, tripping or falling
- ✚ Inadequate lighting
- ✚ Falls from height
- ✚ Materials falling on persons
- ✚ Persons falling into holes, excavations
- ✚ Persons stepping on sharp objects

On Site Safety

- ✚ All persons on site must wear a safety helmet to minimise the risk of being struck by a falling object, and safety boots to protect feet from heavy objects falling onto them, and to protect them from sharp objects on the ground.
- ✚ Everyone on site is responsible for the tidiness of the site.
- ✚ Adequate lighting must be provided to all work areas
- ✚ All edges from which a person can fall or by which they can be injured must be fitted with a suitable barrier, and have toe boards fitted if persons are working below.
- ✚ All ladders on site must be securely tied or footed.
- ✚ Materials must be stacked in such a way not to pose a danger of falling on persons. All ropes must be securely covered when work is not being carried out in that area.



Point to Note

- ✚ **CLEAN AS YOU GO TO MINIMISE THE RISK FROM SLIPS, TRIPS AND FALLS!**



Toolbox Talk #11

Buried Services

Presenter's Notes

Services may not be where you first thought - have you checked/scanned.

Main Points

- ✚ Ensure that all information on existing underground services has been obtained from the main contractor prior to works commencing on site.
- ✚ Always assume that there are live services present on site, even if existing drawings / information indicates that none are present.
- ✚ Do not assume that buried services are always given their recommended cover; cables may often be just below the surface.
- ✚ Treat all services found as live.
- ✚ Ensure that all services are physically located and marked by means of location equipment (i.e. a CAT scanner).
- ✚ Where practicable, hand-held power tools (i.e. Kango Hammers) should not be used to break the paved surface within 0.5m of the indicated line of a service.
- ✚ Where excavating near the indicated line of a service, carefully hand dig trial holes until the line of the service has been established.
- ✚ When the excavator bucket is digging, other personnel should keep well clear of the bucket. Should a cable be struck the driver should stay in the cab, but should he have to leave the cab he should jump down, not climb down otherwise he may be electrocuted.
- ✚ Where a gas leak/electrical strike is suspected the following action should be taken:-
 - Remove all people from the immediate vicinity; if a service connection to a building has been damaged, warn the occupants and any adjoining building, to leave the building until it is safe to return.
 - Inform the relevant authorities of the leak or BL&P of any cable strike.
 - Prohibit smoking and extinguish all naked flames and other sources of ignition, within at least 5m of the leak.

Point to note

- ✚ **CHECK BEFORE YOU DIG!!**



Toolbox Talk #12

Ladder use on Site

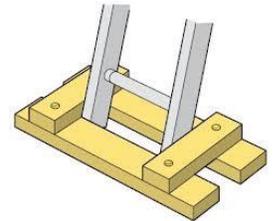
Presenter's Notes

High level of non-compliance when working off ladders leads to fatalities.

Main Points

General

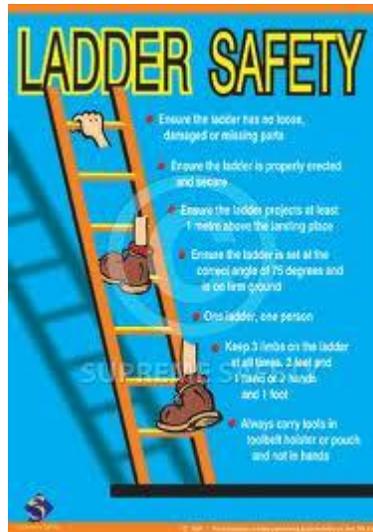
- ✚ Ladders must extend sufficiently beyond working platforms to allow for safe access/egress.
- ✚ Ladders must not be painted (this hides defects), should be stored correctly, and be subject to regular inspection.
- ✚ Never take serviceability for granted, always carry out a visual check prior to use. Report any defects immediately.
- ✚ Never carry out homemade repairs on a ladder, never use a ladder with existing homemade repairs, and never use a homemade ladder!
- ✚ Always stand ladders on a firm base. Never use milk crates, oil drums, etc., to gain extra height, and if ground is soft use suitable support. Consider staking at bottom.
- ✚ Never use rungs as a support for planks, or rest rungs on planks.
- ✚ Remove excessive mud, grease, etc., from footwear prior to climbing/descending a ladder.
- ✚ Always use both hands to climb/descend, and face the ladder.
- ✚ Do not carry loads up ladders – use hoists or alternatives.
- ✚ Never over-reach from ladders – get down and move them.
- ✚ Avoid using metal ladders against metal surfaces – the reduced friction makes them more liable to slipping.
- ✚ Beware of overhead obstructions, especially overhead power lines (metal ladders/metal reinforcements).
- ✚ Ladders are essentially a means of access/egress and should only be used as working platforms for very short duration tasks, where alternative platforms would be impracticable, and where such tasks can be carried out safely using a ladder.



- ✚ Only industrial class ladders should be used, which are in good condition (no missing/broken rungs, split stiles, etc).
- ✚ Ladders must be suitable angled (1 unit out for every 4 units up) and suitably secured (preferably tied off at the top using both stiles to prevent both sideways slip and rotation).

Point to note

- ✚ **DO YOU KNOW HOW TO USE A LADDER CORRECTLY?**



Toolbox Talk #13

Use of Cartridge Operated Tools

Presenter's Notes

Cartridge tools are dangerous, particularly in the wrong hands.



Main Points

General

- ✦ Always load with barrel pointing in safe direction (away from you and not at anyone else).
- ✦ Never walk around on site with a loaded tool/gun.
- ✦ Never place your hand over the end of the barrel.
- ✦ Ensure cartridges are suitable for material being fired into (not too powerful) – consider a test fire.
- ✦ Beware of voids in material being fired into and allow at least 75mm (3”) from edges of concrete or brickwork.
- ✦ Always hold gun/tool at right angles to material being fired into – ensure splinter guard is resting on surface.
- ✦ Always wear suitable PPE (eye protection and ear defenders as a minimum).
- ✦ In the event of a misfire, wait one minute and try again. If still a misfire, then wait a further minute prior to unloading.
- ✦ Keep guns/tools well maintained and clean – never leave a gun loaded.
- ✦ Cartridges are explosives and must be strictly controlled (kept under lock and key, restrict issue, account for fired cartridges and ensure unfired cartridges are returned).

On Site Safety

- ✦ Cartridge operated tools, including rivet guns, should only be used by properly trained persons (those issued with a certificate of authority).
- ✦ Read and understand the manufacturer's instructions prior to use and comply with them at all times.
- ✦ Before handling a gun and before putting it away, ensure it is not loaded.

Point to note

- ✦ **ONLY TRAINED PEOPLE SHOULD USE CARTRIDGE TOOLS!**



Toolbox Talk #14

Site Security

Presenter's Notes

What is good for the site is good for you

Main Points

General

- ✚ Sites should be fenced all around with recognised access points, and signs should be displayed warning that it is a construction site and that entry is prohibited.
- ✚ Plant and equipment should be locked away out of sight where practicable, and disabled/secured in situ where not practicable.
- ✚ Never leave keys in any plant when unattended.
- ✚ Hazardous substances on site that may be readily familiar to site employees can pose a serious risk to unauthorised persons who have not encountered them before – lock them away.
- ✚ Implement a suitable method of access control such as a simple sign telling persons to report to the site manager, or could be a manned access point
- ✚ Remove ladders from scaffolding, walls, etc, or board up at the end of each working day. Whilst trespassers, including children, should be challenged and either escorted off site or introduced to the site manager, avoid putting yourself in a position where you could be accused of assault.

On Site Safety

The presenter should outline / reiterate the site specific requirements of this particular site with regard to:

- ✚ The law effectively gives trespassers, especially children, the right not to expect to be put at risk if they enter a construction site.
- ✚ Site security should ensure that no-one can access the site when occupied without authorisation, and when not occupied without having to clearly commit trespass.

Toolbox Talk #15

Accident Prevention

Presenter's Notes

Accident cost lives and can be prevented.

Main Points

General

Accidents are caused by a variety of events which need not occur. Help prevent accidents by:

- ✚ Not removing any guards/barriers.
- ✚ Not handling hazardous substances without knowing the hazards.
- ✚ Not using plant and equipment unless suitably trained.
- ✚ Always complying with laid down procedures.
- ✚ Always wearing suitable PPE as applicable.
- ✚ Not engaging in horseplay where it could result in hazards.
- ✚ Not misusing/abusing any equipment provided for safety.
- ✚ Not using any defective equipment/plant, and not carrying out "homemade" repairs.
- ✚ Employing good hygiene standards.
- ✚ Using the correct tools for the job.
- ✚ Obeying site safety rules and signs.

On Site Safety

The presenter should outline / reiterate the site specific requirements of this particular site with regard to:

- ✚ Equipment does not cause accidents – people do!
- ✚ Every accident is owned by someone somewhere!

Point to Note

- ✚ **ACCIDENTS NEED NOT HAPPEN!**

Toolbox Talk #16

Managing Waste on Site

Presenter's Notes

Waste costs money- That could be your job!!.

Main Points

General

- ✚ Consider how waste can be separated where applicable, such as using different skips, etc.
- ✚ Ensure nails etc, are removed from wood or hammered flat to avoid puncture wounds to other persons.
- ✚ Consider how waste is going to be lowered to ground level from height. It should never be thrown down! Consider hoists, waste chutes, etc.
- ✚ If lightweight waste is produced, it may need to be bagged and tied to prevent the wind blowing it all over the site.
- ✚ If skips are to be placed on roads, then permission is required and it must be suitably cordoned off to protect the public and vehicles.
- ✚ Never overload skips – they should not be loaded higher than the sides.
- ✚ Beware of accumulating flammable waste and thus creating a serious fire risk.
- ✚ Never burn or bury waste on site.
- ✚ Dispose of any foodstuffs carefully to avoid attracting vermin and the risk of disease such as Weil's disease.
- ✚ Inspect your waste! Can it be reduced? Can any of it be reused? Is any of it recyclable?

On Site Safety

The presenter should outline / reiterate the site specific requirements of this particular site with regard to:

- ✚ Suitable waste locations must be established, and these must be segregated where applicable (controlled and special waste, etc).
- ✚ A formal waste management system should be implemented, i.e. spending the last 15 minutes of each day, or last hour of each Friday, cleaning up the site.

Toolbox Talk #17

Lifting Gear

Presenter's Notes

Lifting operations can be hazardous.

Main Points

General

- ✚ Overloading or incorrect use of lifting gear.
- ✚ Insecure attachment of load.
- ✚ Improper methods of use of equipment.
- ✚ Failure of equipment due to lack of maintenance.
- ✚ Incorrect signals.

On Site Safety

- ✚ Before starting any lift, check the safe working load (SWL) of the lifting gear against the weight to be lifted.
- ✚ The SWL of chains SHOULD be stamped on the item of gear.
- ✚ Before using wire ropes or fibre slings, check for signs of wear.
- ✚ Protect wire ropes / fibre slings from sharp edges.
- ✚ Never lengthen a chain by joining pieces together.
- ✚ Make sure that chains are never twisted or kinked.
- ✚ Don't expose chains to acids or corrosive substances.
- ✚ Make sure that ropes / slings are not stored in wet conditions.
- ✚ Use the right type of shackle for the job in hand.
- ✚ Don't use a shackle that isn't marked with the SWL.
- ✚ Check hooks and eyebolts for cracks, cuts, abrasions, and dents, and the bow and pin for damage – if in doubt, destroy the item in question.
- ✚ Ensure that you can see the driver at all times
- ✚ Use approved hand signals that are clear and distinct.
- ✚ Rubbish skips must not be lifted by a lifting appliance unless the skip is designed and marked as being suitable for lifting purposes.

Toolbox Talk #18

Fatigue Avoidance

Presenter's Notes

Fatigue is one of the leading causes of injury at the workplace. Operating mobile equipment while fatigued can be fatal to you and others and is as dangerous as operating while impaired due to drugs and alcohol. Performing while fatigued can lead to the following.

Main Points

- ✚ Getting injured from equipment pinch-points, or being hit by mobile equipment from not paying attention to the work environment.
- ✚ Poor understanding of operating instructions.
- ✚ Erroneous readings of process controls and gages.
- ✚ Poor response time to emergency incidents and near misses.
- ✚ Short cuts or poor work performance; not enough energy to do the job correctly.
- ✚ Inability to handle multiple tasks at the same time.

Tips for Staying Alert

- ✚ Periodically rotate jobs – keep it fresh. Set up a job rotation schedule if the work is mundane and not stimulating.
- ✚ Limit the coffee and artificial stimulants; ingesting these stimulants throws off the body's natural ability to stay alert and focused.
- ✚ Eat a balanced diet and drink enough fluids to stay hydrated; ensure a fair balance of proteins, carbohydrates and vitamins.
- ✚ Sleep a minimum of 7 hours per day and strive for work/life balance; allow adequate time to re-charge for the next work day.
- ✚ Exercise; stretch the muscles each morning before starting work. This allows for better blood flow which supplies oxygen.
- ✚ Drink plenty of water, particularly in hot working environments.

Toolbox Talk #19

Demolition Safety

Presenter's Notes

The following is to provide some general safety guidelines regarding some common demolition hazards. Always consult a trained professional on proper procedures and remember to comply with all legal and regulatory requirements applicable to the demolition site.

Main Point

Demolition Safety Tips:

- ✚ Shut off all power, water, sewer and other utilities supplied to and from the structure and verify communication has occurred with utility companies.
- ✚ Ensure a trained, certified CPR and Emergency First Responder is at the site.
- ✚ Review the Material Safety Data Sheets (MSDS), Technical Data Sheets (TDS) or related documentation for all hazardous materials contained within or under the structure or on the demolition site.
- ✚ Inspect for and remove slip, trip and fall hazards at walkways and means of egress.
- ✚ Wear protective headgear, eyewear, reflective vests, hearing protection and other PPE as required. Respiratory protection may be required.
- ✚ Wear fall protection if working, rigging or shoring on surfaces greater than 6 feet, using an aerial lift or where there is danger of falling into a hazardous area.
- ✚ Secure all unsafe walkways, walls and working areas with braces or similar structures. Keep all personnel away from unsecured areas at all times and verify the flooring can support necessary loads.
- ✚ Verify all walkways, stairs, ladders and other means of egress are unobstructed and all personnel are trained on proper evacuation routes.
- ✚ Limit the number of people to the demolition area and ensure communication systems are working properly to assist with identifying all personnel locations at all times.
- ✚ Start the demolition process at the top of the structure by removing structural beams and columns, working down until the job is complete. The objective is to control the collapse as much as possible and minimize airborne hazards.
- ✚ Remove stonework and other heavy external structures first to minimize loads on walls during demolition and control the movement downward.

Toolbox Talk #20

Portable Generators

Presenter's Notes

The portable generator is valuable on most industrial applications, and it is important to know the hazards and limitations to prevent mishaps.

Main Points

- ✚ Only run the engine outdoors with plenty of ventilation. Exhaust gases contain carbon monoxide which prevents oxygen from being transferred to the body. Symptoms of carbon monoxide poisoning include dizziness, nausea and sleepiness.
- ✚ Always shut down the engine prior to making or removing connections.
- ✚ Never attempt to move a running generator.
- ✚ Always shut down the engine and allow it to cool before refueling.
- ✚ Never overfill the tank. Stop within ½ inch from the top of the tank to allow for expansion.
- ✚ Make sure that hot exhaust gases are never directed toward anything flammable or explosive. Keep the generator at least 3 feet from any buildings or structures.
- ✚ Consider using a spark arrestor over the exhaust if operating in an area of dry grasses, brush or forest.
- ✚ Be sure you know how to stop the engine quickly in the event of an emergency.
- ✚ Familiarize yourself with the sound output ratings of your generator and wear hearing protection, if required.
- ✚ Keep a fire extinguisher near the generator while it is in operation.
- ✚ Never attempt to connect power to a building unless a licensed electrician has installed an approved transfer switch.
- ✚ Test and reset the Ground Fault Circuit Interrupter monthly.
- ✚ Remove all electrical connections and the negative lead to the battery before attempting any type of service to the generator.
- ✚ Always make sure the system is properly grounded before operating. Never connect the generator output neutral to the ground or frame.
- ✚ Know which parts of the generator become hot when running. These areas are not only burn hazards, but the involuntary jerk from touching a hot object could cause your hand to contact a high voltage area resulting in shock.