

TOOLBOX TALK 8/60

DATE:

TOPIC: PROPER TOOLS AND PROCEDURES

OBJECTIVE: TO ENSURE THE RIGHT TOOLS ARE USED FOR THE RIGHT JOB



Easiest way to conduct and document your safety meetings!

→ Some things to know before you give your talk:

- As a supervisor, you know that often a worker will use materials or equipment that they shouldn't, just to get the job done. You need to tell your crew that this can lead to serious injury.

→ Here are a few ways to convince them:

- How often are concrete blocks used to support scaffolding instead of the proper screw jacks and pads? Concrete blocks may be handy to support a scaffolding system, act as a step stool or support some other form of elevated platform. But you don't really know if the concrete blocks have hidden cracks and could possibly collapse.
- How many times have you seen someone using a paint can as a step ladder? What's to say that the lid may collapse, resulting in a serious fall injury? Or the can could even tip. Wouldn't it be better if we utilised a step ladder or build a horse scaffold system?
- How many times have you seen someone use a screwdriver as a prying bar (one worker attempted to pry a heavy piece of equipment with a screwdriver and the shaft broke causing the other piece to fly causing a severe eye injury). Whenever your crew has to confront an unusual task – especially when it requires specialized tools – they should pre-plan, not use make-shift.

→ Here are some ways they can do that:

- Before they go to work, tell them to think of what activities and job requirements they may find and to then break down the job tasks into individual steps.
- Determine what exposures or hazards may be encountered while performing the task and then come up with safe procedures and equipment to do it.
- Make sure ladders, scaffolding or other climbing equipment are in good working order.

→ Try this for show and tell!

- Before the meeting, ask some of the people in your crew to think of some acts or tasks – both safe and unsafe. Have them perform them during the meeting and ask the rest of the crew to pick which ones are safe to do and which ones are not.

→ Questions you can use to get them talking:

- Has anyone ever had an accident or know of one involving the wrong tool or piece of equipment?
- What are some of the misuses of tools and equipment on this job? What can we do about it?

