CONSTRUCTION TOOL BOX SAFETY TALKS
TABLE OF CONTENTS

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Accident Prevention in Construction Work

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. **Hundreds of thousands of workers are hurt each year performing construction work.**

   - Accidents can happen to ANYONE on a construction job. Everyone should know how accidents can be recognized and prevented.

2. **Lost time injuries can be prevented.**

   - For example, a carpenter is hurt falling from a ladder. What must be learned to PREVENT similar accidents? What must be done? Why did the carpenter fall? Was the ladder improperly placed or improperly secured? Was it defective? Did the carpenter overreach, make a misstep, or become dizzy and lose hold?

   - We can ask the same questions about other kinds of accidents in construction work.

3. **Ask these questions to help prevent accidents:**

   - Are the working conditions safe?

-- MORE --

We can find out whether or not a ladder is safe for use by checking its construction against the requirements of the Occupational Safety and Health Administration (OSHA) or the American National Standards Institute (ANSI). We must ask whether the ladder was used in the right way. Some accidents are caused by using the right tool in the wrong way.

- Can the employee do the job safely?

  Some workers may find working on a ladder uncomfortable or dangerous. They may have a poor sense of balance, or fear of heights. You should tell your supervisor when you cannot work productively and safely.

REMINDER - KNOW THE QUESTIONS TO ASK FOR PREVENTING ACCIDENTS!

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

ACCIDENTS DON'T JUST HAPPEN

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Accidents have causes.

- The **LAW OF AVERAGES** may be suggested as a factor to consider when it is indicated that weeks have passed since the last injury.

- Construction accident rates are not controlled by the law of averages. Accidents are not "bound to happen" because of the amount of work performed. The fact is that accidents are most often caused by **NEGLECT, OVERSIGHT,** or simple **CARELESSNESS** on the part of employees and/or employers. Accidents do not just happen; they are caused.

2. Follow these basic rules for accident prevention:

- Check all work areas **DAILY** for hazards. Extra precautions need to be taken and noted to safeguard personnel when working with or near overhead powerlines, open ditches, scaffolds, etc.

- Equipment and vehicles should be checked **DAILY** for defects. Check tires, steering linkage, windshield wipers, rear view mirrors, etc. Cranes should be inspected daily to ensure that safe cables and chokers are used and that the hydraulics are in good condition.

-- MORE --

- Check housekeeping **DAILY.** Poor housekeeping causes accidents. Keep all work areas and walkways clear of debris. Check hand tools and power tools **BEFORE EACH USE.** Broken or cracked tools cause accidents. Replace or repair all damaged tools.

- Check ladders and scaffolds **BEFORE EACH USE.** Ladders will not slip when properly tied-off. Tools will not fall from scaffolds when toe boards are properly installed.

- Any deficiencies should be pointed out to your supervisor.

REMINDER

1. These are only a few of the precautions that can be taken to prevent accidents. Remember . . ."accidents are caused, they don't just happen."

2. PROTECT THE MOST IMPORTANT MACHINE ON THE JOB -- THE HUMAN BODY.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Act Now and Avoid Suffering Later

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK

TOOL BOX SAFETY TALK

1. An accident can leave a person paralyzed, disabled or dead.

2. **Accidents can be prevented. Before accidents happen, many things can be done to prevent them.**

   - It might involve walking a few feet to lock-out and tag a switch, get a better tool, or get a better view.

   - It might involve spending a few extra seconds to wait for the "walk" signal, ask a question, or get a better view of the roadway in front before passing.

3. **Accidents cannot be undone.**

   - If you think before you act, and follow safe procedures, accidents can be **PREVENTED.**

   - Accidents can not be undone by the scientist, the surgeon, or the greatest of human intelligence.

REMINDER - YOU HAVE THE FINAL SAY. EVERYONE'S SAFETY IS IN YOUR HANDS.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

An Ounce of Prevention Is Worth A Pound of Cure

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. **Know and follow safe work procedures.**

   - Construction has hazards different from those in other industries. If you do not know the proper safety procedures, see your supervisor.

2. **Work safely and encourage others to do the same.**

   - Look out for your own safety and the safety of others.

   - Advise your supervisor of unsafe conditions.

   - When you work safely, you set a good example for others. They will be encouraged to work safely, too.

3. **Do your work safely.**

   - Keep your eyes open.

-- MORE --

- Keep your mind on your work.
- Listen to advice about safety.
- Obey safety rules and regulations.

REMINDER

1. If you see anything unsafe, advise your supervisor.
2. We want to hear your suggestions **NOW TO AVOID AN ACCIDENT REPORT.**

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Courtesy

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the safe way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Courtesy and safety are partners.

   - Lack of courtesy has caused an endless number of accidents. For example, most of us do things when we are behind the wheel of a car that we would not do elsewhere, such as cutting in and angering other drivers. Our lack of courtesy upsets the other drivers and makes them less able to drive safely.

2. **Not being courteous can be DANGEROUS.**

   - Discourteous people in construction do things that threaten the comfort and safety of others.

   - Discourteous people leave a door open that should be kept shut. Discourteous people do not put tools where they are supposed to be stored. Discourteous people think only of themselves and threaten the safety of others by their selfishness.

3. **Being courteous has BENEFITS.**

   - The courteous person is easy to work with. The courteous person is generally

-- MORE --

popular. The courteous person creates confidence and good humor.

- Everyone is on safer ground when the atmosphere is friendly.
- Courtesy builds friendship.

4. **Every worker has OBLIGATIONS.**

- Work safely.
- Think of the safety of your co-workers.
- Use your knowledge and influence to prevent accidents.
- Report unsafe conditions.
- Contribute ideas to improve safety.

REMINDER

1. We are all members of a team.
2. Safety is everyone's responsibility. **YOU MAKE THE DIFFERENCE IN SAFETY ON THE JOB.**

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Do You "Know" Safety?

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. A carpenter knows how to install a floor, an ironworker knows how to erect steel, a finisher knows how to hand-trowel a floor surface, and workers in other trades know how to apply their skills, but how many of them "KNOW' safety?

2. **A list of guidelines to help you learn safety:**

   - KNOW YOUR JOB. Know what your job involves and exactly how it should be done safely.

   - KNOW YOUR TOOLS. Know how to use them safely and how to spot unsafe, worn-out tools.

   - KNOW YOUR JOB SAFETY RULES. Job safety rules are designed to protect you from injury.

   - KNOW YOUR RESPONSIBILITIES. Know your responsibilities to your family, your employer, yourself and co-workers.

   - KNOW YOUR HAZARDS. Be alert to all potential dangers around you and your co-workers.

-- MORE --

- KNOW YOUR SAFEGUARDS. Learn what protects you and be sure you use them.

- KNOW YOUR PENALTIES. The penalties for being careless include pain and suffering.

- KNOW YOUR REWARDS. Know the many advantages of working safely.

- KNOW YOUR REMEDIES. Be prepared to do the right things in an emergency. Correct hazards to avoid accidents. Think before you act.

- KNOW YOURSELF. Know your limitations and weaknesses.

REMINDER - IF WE REMEMBER THESE GUIDELINES, WE CAN REDUCE OUR ACCIDENTS ON THE JOB.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

General Rules For Safety At Work

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. **Lifting**

   Always use proper lifting methods.

   - Get help for heavy loads.

2. **Falls and falling objects**

   - Look before you step.
   - Keep all walk areas clear.
   - Stay out from under loads.
   - Do not use unsafe ladders.
   - Install guardrails on scaffolding.

-- MORE --

3. **Stepping on nails**

   - Remove all nail hazards.
   - Look before you step.

4. **Openings**

   - Properly cover floor openings.
   - Install guardrails.
   - Keep barricades in place.

5. **Protective gear**

   - Wear your hard hat.
   - Protect your eyes with appropriate glasses or goggles.
   - Always wear the appropriate protective gear.

6. **Housekeeping**

   - A clean job is a safe job.
   - Dispose of waste material properly.

7. **Unsafe use of tools**

   - Remember that power tools are dangerous.
   - Keep guards in place.
   - Wear appropriate personal protective equipment.
   - Protect your co-workers.

-- MORE --

- Stop and unplug equipment to make adjustments.

8. **Unsafe tools and equipment**

   - Inspect tools and equipment regularly.
   - Report all defects to your supervisor.
   - Always use the right tool.
   - Always secure tools safely when not in use.

9. **Teamwork**

   - Plan all work with safety in mind.
   - Always be aware of and protect all workers on a jobsite.

REMINDER - SAFETY CAN BE LEARNED.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Near-Miss Accidents

INTRODUCTION

1. Review any accidents or "near-accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Have you almost been involved in an accident but shrugged it off as a "near-miss"? You should think about near-misses. **THE DIFFERENCE BETWEEN AN ACCIDENT AND A NEAR-MISS IS OFTEN A FRACTION OF A SECOND IN TIMING, OR A FRACTION OF AN INCH IN DISTANCE.** The next time, there may not be that difference.

2. Near-misses are warnings of accidents in the making. Accept the warning and look for the cause to help prevent similar situations from developing.

3. Few accidents happen without some advance warning. Most accidents can be prevented if warnings are obeyed. A near-miss is a sign that something is wrong. Be warned by each near-miss that happens. Ignoring the conditions that lead to near-accidents is an open invitation to a real accident.

REMINDER

1. **DO NOT SHRUG OFF NEAR-MISSES.** Find out why they happen and correct the conditions, if you can, or report them to the responsible person who can take corrective action.

-- MORE --

2. **DO NOT DISREGARD WARNINGS.**

3. **THINK OF NEAR-ACCIDENTS AS REAL ACCIDENTS** and weed out the causes while you have the chance.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Same Old Alibis

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. We often hear of an accident for which there is no apparent cause. We know there is a reason behind every accident, but it is sometimes hard to put our finger on the real cause.

2. **SAFETY IS SOMETHING YOU HAVE TO PRACTICE AT ALL TIMES.** When you ignore a safety rule, you may get hurt. The rules were made with your welfare in mind.

3. It's always easy to use the old alibis, "I didn't see", "I didn't think", and "I didn't know". They sound pretty weak after you or one of your coworkers has been hurt. How many times have you read about someone being shot by an "unloaded" gun? These accidents happen because the person holding the gun "didn't think" it was loaded. Accidents happen on the job for the same reason. Someone does something that they would not normally do if they took the time to think.

4. If you know of any condition on the job where lack of visibility, lack of rules, or lack of instructional signs or markings might cause an accident, advise your employer so that the hazard can be corrected.

-- MORE --

REMINDER

1. Try to prevent all accidents, including the type that occur because someone **"DIDN'T THINK", "DIDN'T SEE".** or **"DIDN'T KNOW".**

2. **IF YOU DON'T KNOW THE SAFE WAY - ASK!**

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Same Old Story -- Don't Forget It

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the **TOOL BOX SAFETY TALK.**

TOOL BOX SAFETY TALK

1. **"ACCIDENTS ARE CAUSED."** You have probably heard that phrase, hundreds of times. Maybe you are "fed up" hearing it over and over again. But, have you ever thought about it and considered what it really means?

2. **ACCIDENTS ARE CAUSED BY HUMAN ERROR.** Think about that. Accidents are caused by lack of knowledge or training, fatigue, recklessness, stubbornness, laziness, haste, and failure to provide adequate safeguards.

3. **HUMAN ERRORS CAN BE LIMITED.** Accidents can be prevented BY YOU.

4. **WHEN YOU HAVE AN ACCIDENT, PEOPLE WILL SOMETIMES SAY:** "Forget it," or "Don't worry about it," or "Those things are bound to happen," But if you forget the accident, the same thing may happen again.

5. **WHEN YOU HAVE AN ACCIDENT, GIVE IT PLENTY OF THOUGHT. Figure out HOW IT HAPPENED** and do what must be done to prevent the accident from happening again. You may be lucky the first time and get away with no serious injuries. The next time may be a different story with a different ending, even a permanent ending for you.

<u>REMINDER</u> - SAFETY IS HERE TO STAY. ARE YOU?

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Shortcuts

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK

TOOL BOX SAFETY TALK

1. All of us have exposed ourselves to possible injury by taking shortcuts when a few extra seconds would have meant doing something the safe way. We did this as children when we jumped the fence instead of using the gate. We do it today when we cross streets between intersections instead of at corners.

2. Many people show disregard for the fact that **MINOR SAFETY VIOLATIONS MAY HAVE SERIOUS CONSEQUENCES.** If any of you are in the habit of taking shortcuts, you must break that habit now. In our work, taking shortcuts can be deadly. **ALL OF US KNOW OF INCIDENTS WHERE A THOUGHTLESS ACT WAS THE DIRECT CAUSE OF AN ACCIDENT.** In one case, an ironworker tried to cross an opening by swinging on reinforcing rods. His hands slipped and he fell 20 feet onto a concrete floor. If he had taken a few moments to walk around the opening, he would probably still be tying rods. None of us should expose ourselves to such dangers.

3. The safe way **is not always the shortest** way. However, choosing the safe way is your personal responsibility.

    - When you are told to go to work in a particular area, you are expected to take the safe route - not some shorter or more dangerous one.

-- MORE --

- If there is no safe access to a particular job assignment, make sure that safe access is provided.

- Ladders or scaffolds are provided for high work. Use them. Even though a high job may take only a few minutes, do not climb on a falsework or use an improvised platform.

- Steps, fixed ladders, or ramps are provided to get you from one elevation to another. If they are not already provided, take time to have them installed.

4. **YOUR FIRST RESPONSIBILITY IS TO YOURSELF.** Remember that ladders, steps, and walkways are built to save you trouble and to help prevent injury. If you see anyone taking shortcuts, warn them of the dangers involved and alert your supervisor.

REMINDER - THE LIFE YOU SAVE MAY BE YOUR OWN!

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Signs Without Words

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK

TOOL BOX SAFETY TALK

1. Everyone who drives an automobile is familiar with the traffic signal light, the stop sign, the railroad crossing sign and others. How many of us are familiar with the warning signs on the job? **SIGNS WITHOUT WORDS** include the protruding nail, the unmarked, open trench, and the mushroomed head of a chisel. If we recognize them as signs of trouble pointing the way to an accident, we can avoid the accident. We should all observe signs without words and correct them. **WE DO NOT WANT ANYONE HURT ON THE JOB.**

2. Some people shrug off warning signs. When you see a sign of trouble, remove it or advise your supervisor even if it isn't bothering YOU. You could possibly save co-workers from accidents.

3. Do not leave the hazard for the next person. The next person may not see it, or the next person **MAY BE YOU** on the return trip.

REMINDER

1. Watch for signs that hazards may be present, then correct them. **EACH CORRECTION MAY BE AN ACCIDENT PREVENTED - MAYBE YOUR OWN.**

2. **PRESENCE OF MIND MEANS ABSENCE OF ACCIDENTS.**

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Teamwork Prevents Accidents

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Teamwork keeps workers SAFE and production HIGH on any job. Teamwork prevents accidents. All we have to do is think of the other person's safety as well as our own.

2. Think about driving as one example of teamwork for safety:

   - Safe drivers not only look out for their own safety, but make sure they do not endanger the lives of other drivers.

   - They give up their right-of-way to help another driver.

   - They slow down to let a driver cut back in after that driver has tried to pass and discovered a vehicle coming in the other direction.

3. It is not just a matter of one driver having the right-of-way or being right; it is a matter of a little teamwork to prevent accidents. The safe driver knows that someday, it may take teamwork from some other safe driver to prevent an accident.

-- MORE --

4. **WHAT APPLIES ON THE ROAD ALSO APPLIES ON THE JOB.** It is not just a matter of your working safely and following all the rules yourself. You must think about the other person's safety, too. You must lend a hand once in a while to prevent or avoid an accident that may involve another worker. You can never tell what kind of situation will require teamwork to prevent an accident. You must solve each situation by working together and helping other people on the job.

REMINDER

1. If you have suggestions for making the job site a safer place to work, let others know about them, especially at Tool Box Meetings.

2. If you see something wrong, correct it yourself or report it and make sure that someone takes care of it.

3. If a job is too big for one person, get help.

4. Think for the other person -his or her safety **MAY DEPEND ON YOU.**

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Teamwork: The Winner Is Safety

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK

TOOL BOX SAFETY TALK

1. **A safety team is like an athletic team: to win, its members must practice coordination and cooperation. In other words, teamwork.**

   - A good safety program needs the full-time cooperation of all workers.

   - You can make a winning safety team by knowing the hazards in your work, being aware of potential problems in other crafts, and working together to correct problems and coordinate efforts.

2. Supervisors must get together with all crafts on the jobsite to discuss hazards and work together to correct them. Each supervisor should **PERSONALLY** check work areas before work begins and correct any hazards **IMMEDIATELY.**

3. All of us want to be on a winning team. Let's practice near-perfect teamwork to have a **WINNING SAFETY TEAM.**

REMINDER - LET'S WORK TOGETHER AND MAKE EVERY DAY "SAFETY DAY"!

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

What Safety Means

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. **Safety means:**

   - A complete understanding of your work.

   - A knowledge of every step that must be taken.

   - The realization that mistakes could be costly **TO YOU** and **TO THE COMPANY.**

2. **Safety means:**

   - Good judgment.

   - Never relying on luck.
   - Being prepared to cope with unexpected situations.

   - Being alert when following your routine.

-- MORE --

3. **Safety means consideration:**

   - For the family that depends on you.
   - For the company that employs you.
   - For your own welfare.

4. Safety means remembering the safety rules set up by your company and applying them **EVERY MINUTE** when you are on the job.

REMINDER - A SINGLE RISK MIGHT MEAN AN ACCIDENT FROM WHICH YOU MIGHT NEVER RECOVER.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Heatstroke, Heat Exhaustion: Would You Know What To Do?

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. **It's time for all of us to become familiar with the symptoms and the treatment for two hot weather dangers: heat stroke and heat exhaustion.**

   - Any time you're working in hot weather, you may be affected by heat exhaustion or heat stroke.

   - It is important that all of us know the symptoms and emergency treatment for these two illnesses.

2. **Learn the symptoms and treatment of HEAT STROKE.**

   - Heat stroke is life-threatening.

   - The symptoms of heat stroke often appear quite suddenly and are characterized by collapse, delirium or coma. Characteristics include lack of sweating; dry, hot, red skin; flushed face; rapid pulse; headaches; dizziness; irritability; nausea; vomiting; and high body temperature.

-- MORE --

- The heat stroke victim should be taken to a doctor **IMMEDIATELY.** Attempts should be made to lower the body temperature. This can be done by moving the patient to a shaded area, removing outer clothing, and applying cool water to the entire body. A fine spray of water evaporates more rapidly and produces a better cooling effect.

3. **Learn the symptoms and treatment of HEAT EXHAUSTION.**

- The symptoms of heat exhaustion are different from heat stroke. The victim's skin is normally cold, clammy and covered with perspiration. The face is pale. Other symptoms include headache, loss of appetite, drowsiness, cramps, faintness or unconsciousness. The pupils sometimes become dilated.

- To treat heat exhaustion, move the victim to a shaded area, keep the victim lying down with legs slightly elevated, and give the victim small amounts of water. Take the victim to a doctor for care.

REMINDER - KNOW HOW TO RECOGNIZE THE SYMPTOMS OF HEAT STROKE AND HEAT EXHAUSTION, AND KNOW WHAT TO DO!

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Care of Hand Tools

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Hand tools are used every day on construction sites. They are used so often, that proper care may be forgotten.

2. **Remember these important points on the proper care of hand tools.**

   - Take good care of tools.
   - Use tools carefully to prevent injury.
   - Keep tools clean. Protect tools from corrosion. Occasionally, dip tools in cleaning fluids or solvents and wipe dry. Lubricate adjustable and moving parts to prevent wear and misalignment.
   - Keep cutting edges sharp. Sharp tools are much safer than dull tools. When repairing tools, sharpen, grind, hone, file, fit and set them properly.
   - For sharpening tools, use either an oil stone or a grinding wheel.
   - Tools struck by hammers, such as chisels or punches, should have the head ground periodically to prevent mushrooming.

-- MORE --

- When tools are not in use, keep them in suitable boxes, racks, or trays. Place tools carefully and orderly on work benches, **WITH CUTTING EDGES TURNED AWAY FROM YOU.**

- Place tools where they won't fall and where no one can strike against or trip over them. Tools should be placed on elevated benches, tables, or platforms so they cannot be rolled, kicked or knocked away from their proper location.

- When carrying tools, protect the cutting edges and carry the tools in such a way that you will not endanger yourself or others.

- Carry pointed or sharp-edged tools in pouches or holsters.

- Refit or replace loose or split handles. Do not count on friction tape to secure split handles.

- Keep handles wedged tightly in the heads of all tools.

- Keep handles smooth and free of rough or jagged surfaces.

REMINDER - REMEMBER THE PROPER CARE OF HAND TOOLS.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Cold Chisels

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. A cold chisel is a hand tool made of specially-tempered and hardened steel, strong enough to cut cold metals and other softer materials.

2. There are different kinds of cold chisels. For example, there are cape chisels, round-nose chisels, diamond-point chisels and flat chisels. The difference is in the work for which the chisel point is intended. **CHOOSE THE RIGHT CHISEL FOR THE WORK** If you are not sure about the chisel you should use, see your supervisor.

3. **Use these guidelines for maintaining cold chisels and using them safely:**

   - Care for cold chisels as you do for all hand tools - keep chisels clean and free from oil and grease to prevent slipping.

   - A carpenter's hammer head is hardened for driving nails. It is not the right tool for striking cold chisels or other hard metals. The right tool to strike a cold chisel is a machinist's hammer or sledgehammer. There is less danger of steel chips flying from the machinist's hammer or sledgehammer than from a carpenter's hammer. **FOR SAFETY, USE THE RIGHT KIND OF HAMMER TO DRIVE A COLD CHISEL.**

-- MORE --

- A dull, cold chisel point requires harder blows than a sharp point. Harder blows mean more work for you, mushrooming of the chisel head, and greater danger of flying steel chips. **KEEP COLD CHISEL POINTS PROPERLY SHARPENED FOR EASIER WORK AND FOR SAFETY.** Sharpen slowly and use a coolant to prevent heating and loss of temper.

- Striking the head of a cold chisel gradually produces burring and mushrooming of the head. A burr or a chip that flies from the head of a cold chisel can fly like a bullet. **GRIND AND DRESS THE HEAD OF YOUR COLD CHISEL AND THE HEAD OF YOUR HAMMER FOR SAFETY.**

- Before using, heat the chisel to about 65 degrees Fahrenheit. A cold chisel becomes more brittle the colder it gets.

- When working alone, hold a cold chisel near the striking head between your thumb and fingers. This way, if the point slips, the cold chisel will be driven out of your grasp without harming you. If the hammer misses the head of the chisel, there is less chance that your thumb or fingers will be crushed against the work piece. When working with a helper, use tongs or a holder to hold the cold chisel.

- Make sure your work piece is solidly supported.

- The most serious hazard from working with a cold chisel is the risk of flying chips. **FLYING CHIPS CAN BLIND YOU.** Always shield your work to protect fellow employees, and wear eye protection to save your eyes.

REMINDER

1. Use the right chisel for the job.

2. Use the chisel in the right way.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Defective Tools

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. The basic safety rule about defective tools is: **Don't use them.**

2. **DEFECTIVE TOOLS ARE DANGEROUS.** Using defective tools causes accidents.

   - Slipping wrenches have caused people to fall from ladders or scaffolds.

   - Loose handles on hammers and picks have resulted in serious head and body injuries.

   - Workers have lost eyes from using chisels with mushroomed heads.

3. You know the defects you may run into with small hand tools: loose, split, cracked, or crooked handles; mushroomed heads on chisels; files without handles; worn-out jaws on wrenches; and many other defects. **REMEMBER TO CHECK TOOLS BEFORE USING THEM AND TO TURN IN ALL DEFECTIVE TOOLS.**

4. Power tools, whether powered with electricity, air or gasoline, require skill and complete attention from the user even when the tool is in top mechanical condition. **WHEN DEFECTIVE, POWER TOOLS CAN BECOME KILLERS.**

-- MORE --

5. **INJURIES FROM HAND-OPERATED TOOLS ARE USUALLY SERIOUS.** Perhaps the most common defect with power tools is a broken, displaced or inoperative guard. Guards are placed on equipment to prevent injuries. **USING TOOLS WITH INOPERATIVE OR BROKEN GUARDS CAN LEAD TO DISASTER.**

6. **Do not use:**

   - Electric-powered tools that have defective switches, poorly insulated cords, and no grounding.

   - Air-powered tools and equipment that show up on the job with valves that will not completely open or close.

   - Gasoline-powered tools that have a broken throttle.

7. **To prevent accidents with defective tools, remember these three points:**

   - Double-check all tools before you use them.

   - Turn in all defective tools right away.

   - Never use a defective tool.

REMINDER - BE SAFE. THINK SAFETY.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Hand Tools

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. **Hand tool accidents could be prevented if everyone who uses hand tools would follow three simple rules:**

   - Choose the right tool for the job.
   - Be sure the tool is in good condition.
   - Use the tool correctly.

2. **After choosing the right tool for the job, check it over.**

   - Is the tool in good shape?
   - Is the pick or hammer handle secure and free of splinters?
   - Is the cold chisel burred?
   - Is the hand saw sharp?

-- MORE --

- Use all tools the way they were meant to be used. If the tool is defective, turn it in and ask for a replacement. Always turn in tools at the end of the job. You are responsible for the inspection of all tools and should tag or mark any defective tools for immediate repair.

3. **Even a good tool must be used properly. Here are some precautions to take when using some common tools:**

HAND SAWS

- Keep saws sharp with teeth properly set and clean.
- Be careful when using your thumb as a guide to start a cut.

CHISELS

- Have a mushroomed chisel head dressed before using the chisel.
- Wear your goggles.
- Do not hold a cold chisel in your hands when the chisel is being struck by someone else. It is safer to use a chisel bar holder.

WRENCHES

- Discard worn wrenches having jaws that will not hold.
- Be sure the adjusting screws are free of rust.
- Never use a wrench as a hammer.

FILES

- Never use a file as a pry bar.
- Never use a file without a handle.
- Keep the file clean to reduce slipping hazards.

-- MORE --

SCREWDRIVERS

- Never use a screwdriver in place of a pry bar or chisel.
- Use the screwdriver that fits the screw.
- Have the point dressed if bent, worn or broken.
- Use an insulated-handle screwdriver on all electrical work.

HAMMERS

- Be sure the hammer has a securely wedged handle suited to the type of head.
- If the handle is wooden or fiberglass, watch out for splinters.
- Remember that carpenter or claw hammers are designed for driving and drawing nails. They should never be used to strike cold chisels or other hardened steel tools.

REMINDER

1. Use the right tool for the job.
2. Do not use a defective tool.
3. Use the tool for its intended purpose.
4. Store tools in their proper places.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Nail and Hammer Hazards

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Nails can cause painful injuries or even death. Nails flying from the head of a hammer have caused blindness.

2. **Follow these general safety rules for preventing nail and hammer hazards:**

   - Bend down or remove all protruding nails.
   - Dispose of loose pieces of lumber with exposed nail ends promptly and safely.
   - To prevent cuts, scratches, and infection, watch for nails in lumber and wear gloves.
   - Use the right kind of hammer for the job. (Using the wrong kind of hammer has caused many smashed fingers and thumbs.)
   - Drive nails safely so they will not fly and injure you.
   - Drive nails with a claw hammer, not a ball peen hammer.

-- MORE --

- Use a hammer of the proper weight for the job. A hammer that is too light is as unsafe and inefficient as one that is too heavy because both are hard to control.

- Never use claw hammers to strike cold chisels or other hardened steel tools. The heads are tempered and may chip and cause serious injury.

- Keep the hammer face well-dressed at all times. This will reduce the hazard of flying nails. A checker-faced head is sometimes used to reduce this hazard.

- Be sure the hammer is in good condition. Make sure that the handle will not splinter and the head will not fly off.

- Keep the face and handle of the hammer free from grease and oil to prevent it from slipping from your hand.

- To drive a nail safely, grip the handle of the hammer firmly at the end of the handle. This will increase the length of the lever, making each blow more effective. Hold the nail between the thumb and forefinger, near the head of the nail. Rest the hammer on the head of the nail to increase the accuracy of your aim. Draw the hammer back and give the nail one or two light taps to start it. When driving the nail, keep your eyes on the nail head and concentrate on striking it with accurate blows.

- **FLYING NAILS HAVE BEEN KNOWN TO PIERCE THE EYE, DESTROYING EYESIGHT.** This hazard is greater when workers are driving nails in an uncomfortable overhead position. When working under such conditions, or when others are working nearby, everyone should wear proper eye protection.

- When drawing a nail from a piece of lumber, put a block of wood under the head of the hammer to increase the leverage and reduce the strain on the handle.

<u>REMINDER</u> - IF YOU FOLLOW A FEW SIMPLE RULES, YOU WILL HELP PREVENT INJURY.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Torsion Tools

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. **ANY TORSION TOOL MAY BE DANGEROUS.** The more torque involved, the more serious the potential injury.

2. **The most commonly used torsion tools are wrenches. Some basic rules for their safe use include the following:**

   - Never use a "cheater" bar to increase the leverage on a wrench.

   - Only use wrenches that fit snugly. Too large an opening can spread the jaws of an open-end wrench and batter the points of a box or socket wrench, making it prone to slipping.

   - If possible, always **PULL** on a wrench and adjust your stance to prevent a fall.

   - Use a box or socket wrench with a straight (rather than off-set) handle wherever possible.

   - To free a "frozen" nut or bolt, apply penetrating oil and use a striking face, box wrench or a heavy-duty box or socket wrench.

-- MORE --

- Be sure the nut or bolt head is fully seated in the jaw of an open end wrench. Avoid tilting the wrench.

- On adjustable wrenches, adjust the jaws tightly and pull so the force is AGAINST THE FIXED JAW.

- Never expose a wrench to excessive heat, such as from a blow torch. This can ruin the tool.

- Do not grind wrenches to change their shape.

- Remember that ordinary, plastic-dipped handles are **DESIGNED FOR COMFORT, NOT ELECTRICAL INSULATION.**

- When using hand-socket wrenches, always stay within the set torque limits when changing to smaller or larger sockets. Never use these hand-sockets on power or impact wrenches.

- Discard any wrench with broken or battered points.

- Never pull on a loosely-adjusted adjustable wrench.

- Never use a pipe wrench to bend, raise, or lift a pipe.

- Never use a pipe wrench as a hammer.

REMINDER - USE TORSION TOOLS PROPERLY AND SAFELY.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Using Hand Tools

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. **Follow these general safety rules for using hand tools:**

   - Keep tools clean. Check their condition before you use them. If the heads of striking tools become mushroomed or burred, have them dressed. If handles are splintered, broken, or loose, have them replaced **BEFORE YOU USE THE TOOL.**

   - Each tool should have its own storage place. Return tools to their proper storage places. Tools should not be allowed to lie around where they could fall or create a tripping hazard.

   - Use a kit or tool belt. Carrying tools in your pockets is dangerous, especially if the tools are **SHARP or POINTED.**

   - Do not use excessive pressure or force on any hand tool.

   - When chipping or doing other work that may cause particles to fly, **PROTECT YOUR EYES** by wearing eye protection.

-- MORE --

2. **Here are some specific safety rules to follow when using hand tools:**

Screwdrivers

- Use the right size and type of screwdriver for the job.
- Do not hold the object in the palm of your hand - the screwdriver may slip and injure you.
- File screwdrivers properly to prevent them from slipping.
- Do not hammer on screwdrivers or use screwdrivers as a pry bar.

Hammers

- Use a machinist's hammer for machine work and a claw hammer for carpentry work.
- In using a sledge or maul, always look **BEHIND YOU** before you begin your back swing.

Wrenches

- Use a proper size wrench.
- When using any wrench, pull the wrench. If it is necessary to push the wrench, do so by using your open palm.
- When using an adjustable wrench, exert pressure toward the movable jaw.
- Stand to one side when pulling down on wrenches above your head.
- Do not hammer on wrenches or use a pipe extension.

-- MORE --

Saws

- Use saws that are sharp and free of rust - they are less likely to bind or jump.
- Start initial cuts with wood saws or hack saws by guiding the blade.

Files

- Do not use a file without a handle.
- Do not use a file for a pry bar - a file can easily break.

Pry Bars

- Be sure the bit is secure by first applying slight pressure. Then, check your balance before you exert full force. This will prevent a fall in case the pry bar slips.

REMINDER - PREVENT ACCIDENTS WITH HAND TOOLS BY USING THE RIGHT TOOL IN THE RIGHT WAY.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Chain Saw Safety

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Chain saws have many applications in construction and are an excellent tool, but there are dangers associated with chain saws requiring user attention.

2. Kickback has caused serious injury and death. To avoid kickback follow these rules:

   - Keep a firm grip on the saw with both hands.
   - Keep the area of the cut free from obstacles.
   - Always cut at high engine speeds.
   - Don't cut overhead or over reach with the saw.
   - Keep chains sharp.
   - Use manufacturer's bars and chains.

-- MORE --

3. There are other operating rules to prevent injury:

   - Never operate a chain saw with one hand. Avoid using a chain saw when fatigued.
   - Always wear foot protection, eye, head and hearing protection.
   - Always wear good quality work gloves when using a chain saw.
   - Keep fuel at least 10 feet from saw operation.
   - Never carry a chain saw while the engine is running.

4. Starting the Saw

   - Never drop start a chain saw.
   - Follow manufacturer's instructions for starting on the ground or in a standing position.

REMINDER:

CHAIN SAWS ARE INDIVIDUAL TOOLS. THEY REQUIRE CARE, MAINTENANCE, AND PROPER OPERATION TO PREVENT INJURY.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Electrical Power Tools

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. You are expected to be an expert with the tools of your trade. You must know and understand the safety requirements of each tool that you use: If you are not totally familiar with the safe use of a power tool, ask your supervisor for *instructions. If* the manual is not available, ask for help from someone who understands the tool.

2. **Follow these suggestions to avoid power tool accidents:**

   - Always wear the required personal protective equipment for the tool and the job, such as a hard hat, safety glasses, face shield, respirator, hearing protection, gloves, etc.

   - All electrical power tools (except double-insulated models) must be equipped with a three-wire cord and matching - plug.
   - Extension cords are considered TEMPORARY WIRING. If an assured grounding conductor program is not in use, then the extension cord must be protected by a Ground-Fault Circuit Interrupter (GFCI).

-- MORE --

- Never use electrical power tools in combustible, explosive atmospheres, or while standing in water. Use extra caution when operating power tools in damp areas.

- Never hoist or lower any electrical tool by its power cord. Use a hand line instead.

- Always disconnect the power source before attempting repairs, adjustments, or accessory changes, such as blades, bits, wheels, etc.

- Maintain all guards in proper working order. DO NOT wedge the tool switch in the "on" position for continuous operation.

- Never allow vehicles or equipment to roll over extension cords.

- Inspect cords often for wear and defects.

REMINDER - ELECTRICAL POWER TOOLS ARE HERE TO STAY. IT IS YOUR JOB TO USE THEM SKILLFULLY AND SAFELY!

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Grinders and Abrasive Saws

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. The use of grinders and abrasive saws can create a variety of hazards, including electricity, flammable materials, airborne projectiles, and airborne contaminants.

2. **Follow these safety rules when using grinders and abrasive saws:**

   - Always take the time to personally inspect any electrical tool and power cord before use.

   - Never use an electrical tool or cord with apparent defects.

   - Never use a blade or grinding wheel that has been damaged.

   - Always use extreme caution when refueling gasoline powered tools. Outdoors, away from sparks and flames, is normally the safest refueling location.

   - Always allow the engine to cool down before refueling.

   - Always have a fire extinguisher readily available.

-- MORE --

- Do not smoke during refueling.

- To avoid inhaling airborne dust, always wear the appropriate respirator. Whenever possible, confine grinding and cutting to well-ventilated areas.

- To avoid personal injury, use proper head, eye, face, hearing, hand and foot protection.

- Always keep other workers at a safe distance and use only the manufacturer's recommended replacement blades or wheels with the **PROPER RPM RATING.**

- Grinding and cutting often create sparks capable of starting fires. Keep grinding and cutting areas clean and inspect the area for fire before leaving the job. Have a fire extinguisher readily available.

3. When you touch a grinder or abrasive saw to a surface, thousands of particles become airborne. Some materials cause nuisance dust, but others can release particles that are extremely hazardous to your health. For example, particles released from paint that contains lead can enter your body. Metals such as stainless steel can release particles of nickel and chromium, which can cause a variety of health problems, including cancer.

REMINDER - NEVER USE A GRINDER OR ABRASIVE SAW WITHOUT THE PROPER EYE, FACE, AND RESPIRATORY PROTECTION AND THE APPROPRIATE WHEEL GUARD.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Power Saws

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. The power saw is a standard tool on job sites. It is a labor saver and a great value to productivity, but it has serious dangers which must be addressed.

2. **DO's**

   - **Always** keep the blade sharp.
   - **Always** inspect the saw before you use it.
   - **Always** ensure cord is undamaged.
   - **Always** change blades with the saw unplugged.

3. **DON'Ts**

   - **Never** tie up or block the saw guard.
   - **Never** cut without wearing eye protection.

-- MORE --

- **Never** cut without wearing hearing protection.

- **Never** cut while holding wood in your hand without support.

REMINDER:

- **POWER SAWS ARE DESIGNED TO CUT WOOD AND OTHER CONSTRUCTION MATERIALS.**

- **THEY ARE NOT DESIGNED TO CUT FINGERS, HANDS OR OTHER PARTS OF YOUR BODY.**

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Power Tool Safety

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. **POWER TOOLS PRESENT GREATER ACCIDENT POTENTIAL THAN HAND TOOLS.** The most frequent injuries involving power tools are cuts, punctures, electric shock, burns, and eye damage.

2. **Follow these general safety rules for power tools:**

   - Clean and check tools regularly.

   - **USE ALL MACHINE GUARDS.** Guards are for your protection. Power tool hazards are increased when workers forget to use the guards or wedge guards open on electric saws and other equipment.

   - Make sure every electrical tool is grounded or double insulated.

   - Disconnect the power source before adjusting, oiling, or changing blades, cutters or accessories. Always replace the guards.

   - When using temporary extension cords, make sure they are protected and do not present a tripping hazard.

-- MORE --

- Make a DAILY CHECK of the insulation on the wires of the power tools that you are using, as well as couplings on pneumatic and hydraulic hoses.

- Repair or report tools with frayed or broken insulation. **EVERY ELECTRIC POWER TOOL MUST BE GROUNDED OR DOUBLE INSULATED.** This helps prevent the operator's body from becoming a part of the energized circuit.

3. **Follow these safety rules for specific power tools:**

SAWS

- Always have the guard in the proper position.

- Even though the saw may be guarded, always use a push stick to push work past the saw blade.

- Stop circular saws **COMPLETELY** before approaching them for adjustment. **IDLING SAWS CAN CAUSE AMPUTATIONS.**

- Never use portable hand power saws without the guard in safe working condition.

- Chain saws require extreme caution because the cutting mechanism is exposed. For greatest safety, wear proper protective clothing when operating chain saws.

DRILLS

- Before using a drill, make sure that it will not strike electric wires, gas lines, or high pressure lines.

- Make sure the chuck key is removed before starting.

GRINDERS

- Inspect the grinding wheel, or disc, because a cracked wheel or disc may fly to pieces.

-- MORE --

- Use portable grinders with a retaining hood.
- Replace a worn wheel with a new wheel of the proper RPM rating.
- Keep grinding wheels or discs dry.

SANDERS

- Move sanders **AWAY FROM THE BODY** when using. The abrasive belt or disc cannot be guarded; caution is the only way of avoiding injury.

POWDER ACTUATED TOOLS

- Only properly trained operators should use powder actuated tools.
- Only **LOW VELOCITY** powder actuated tools are allowed.
- Tools must always be left **UNLOADED UNTIL READY FOR USE.**
- Drive studs a safe distance from the edge of the material.
- Wear safety goggles or face shields.
- Do not use cartridge tools for driving studs in walls, ceilings, or floors when people are working on the other side.
- Use only the tool manufacturer's suggested load.
- Always use proper cartridges and studs for the work. Make sure you use compatible loads, pins and materials.
- Always display proper signs and warnings.
- Treat powder actuated tools with respect.

-- MORE --

PNEUMATIC ACTIVATED TOOLS

- Tools such as jackhammers and rivet guns obtain their power from a piston driven by compressed air. Wear safety goggles to guard against flying chips.

- Set up screens to protect other employees working nearby and the public.

- Use respiratory protection in dusty conditions.

REMINDER - FOLLOW ALL SAFETY RULES AND REDUCE THE CHANCES OF AN ACCIDENT WITH POWER TOOLS.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Power Tools

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. KNOW YOUR POWER TOOL - Learn the applications and the limitations of the tool, as well as the potential hazards specific to the tool.

2. GROUND ALL TOOLS - If a tool has a three-prong plug, it should be plugged ONLY into a three-prong receptacle. If an adapter must be used to accommodate a two-prong receptacle, the adapter wire must be attached to a known ground. **NEVER REMOVE THE THIRD PRONG.**

3. KEEP GUARDS IN PLACE AND IN WORKING ORDER.

4. AVOID DANGEROUS ENVIRONMENTS - Do not use power tools in damp or wet locations without proper grounding protection. Keep all work areas well lighted.

5. DO NOT FORCE TOOLS - Do not force a small tool or attachment to do the job of a heavy-duty tool.

6. WEAR PROPER CLOTHING - Loose clothing or jewelry can get caught in moving

-- MORE --

parts. Proper gloves and footwear are recommended.

7. WEAR SAFETY GLASSES WHEN WORKING WITH POWER TOOLS - Wear appropriate eye, face and respiratory protection if cutting operations produce dust.

8. DO NOT ABUSE CORDS - Never carry a tool by its cord or yank the cord to disconnect the tool from the receptacle. Keep the cord away from heat, and sharp edges.

9. SECURE THE WORK - Use clamps or a vise to hold the work. It is **safer** than using your hand and it frees both hands to operate the tool.

10. DO NOT OVERREACH - Keep proper footing and balance at all times.

11. MAINTAIN TOOLS WITH CARE - Keep tools sharp and clean for the best and safest performance. Follow instructions for lubricating and changing accessories.

12. DISCONNECT TOOLS - Disconnect tools when not in use, before servicing, and when changing accessories such as blades, bits, cutters, etc.

13. REMOVE ADJUSTING KEYS AND WRENCHES - Check to see that keys and adjusting wrenches are removed from the tool before use.

14. AVOID ACCIDENTAL STARTING - Do not carry a plugged-in tool with your finger on the switch.

REMINDER - FOLLOW ALL SAFETY RULES AND REDUCE THE CHANCES OF AN ACCIDENT WITH POWER TOOLS.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Table Saws

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. **Why is safety important when using table saws?**

   - Each sawing job can be very well guarded, but no single kind of guard will handle all kinds of jobs.

   - Anyone using a saw must be sure of the safe way to perform each operation and must always guard it properly.

2. **Follow these safety rules when using a table saw:**

   - **FIRST**, when you have a sawing job, check your footing. Make sure that the floor isn't slippery and that there is nothing for you to stumble over. Place your feet securely and comfortably, and see that there is nothing loose on the saw table to get in the way.

   - **SECOND, CHECK THE GUARD**. If the guard rides on the top of the work, as it should for all ordinary sawing, particularly ripping, see that it moves up and down freely without side play. On guards with anti-kickback dogs, see that

-- MORE --

they move freely and are sharp so they will dig into the stock if it starts to kick back. If there is a spreader, the spreader must be close to the saw teeth, and well secured. Check the guide (fence) to make sure it lines up perfectly with the saw blade, and set it for the desired cut.

- **TAKE THE RIGHT POSITION AT THE TABLE.** Stand comfortably, but avoid being hit by kickback.

  Saw teeth are moving at least 10,000 feet per minute. The teeth at the top of the saw blade are **RUNNING TOWARD YOU**. If they get caught, the wood will shoot back toward you. Saws do not kick back if they are treated properly. A properly-mounted saw blade, in good condition and used correctly, will cut its way cleanly through the wood.

- **FEED THE WOOD PROPERLY.** Feeding the lumber into the saw looks easy and is if you use care. **KEEP YOUR MIND ON THE JOB**. Place the front end of the piece on the saw table against the guide, hold the piece straight, and slide it smoothly along the guide.

- **ALWAYS KEEP YOUR HANDS A SAFE DISTANCE FROM THE SAW BLADE**. A "safe distance" means at least 6 inches, preferably 12. You can do so by using a push stick. If the stick is made properly, fits the lumber, and has a good handle, you can do a better job.

- Be sure the saw is unplugged or "locked-out" during repairs or while changing the blade.

- **FINALLY, DO NOT CROWD THE SAW**. A saw blade in good condition will take the wood easily. It will almost feed itself. If it does not, there is something wrong, and your supervisor should be notified immediately.

REMINDER - USE TABLE SAWS PROPERLY AND SAFELY.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Compressed Air

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. When using air-operated equipment do not exceed the manufacturer's designated SAFE **OPERATING PRESSURE.** Doing so may cause ruptures, tool damage, and in some cases excessive operating speeds, which can cause grinding wheels, abrasive saw blades, or other accessories to shatter from excessive centrifugal force.

2. When using compressed air for cleaning purposes, the pressure must be reduced to 30 P.S.I. **NEVER USE COMPRESSED AIR TO CLEAN YOUR CLOTHING OR YOUR SKIN.**

3. Never engage in horseplay while working with compressed air.

4. Compressed air aimed at your body can be FATAL. It could easily rupture an ear drum or cause brain damage. Twelve pounds of pressure could cost you an eye.

<u>REMINDER</u>- THINK OF COMPRESSED AIR AS A TREMENDOUS, INVISIBLE POWER, TO BE HANDLED WITH EXTREME CARE. WHAT YOU CAN'T SEE, CAN HURT YOU!

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Hearing Protection

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

One in ten Americans has a hearing loss that affects his ability to understand normal speech. Excessive noise exposure is the most common cause of hearing loss.

1. Can noise really hurt my ears?

    - Nerve loss is a result of high noise levels and can be reduced or prevented altogether.

2. Can I toughen up my ears?

    - No. If you think you've grown used to loud noises, they have probably damaged your ears.

3. How can I tell if a noise is dangerous?

    - Noise may damage your hearing if you have to shout over background noise to make yourself heard, the noise hurts your ears, it makes your ears ring, or you are slightly deaf for several hours after exposure to the noise.

-- MORE --

4. Does the length of time I hear a noise have anything to do with danger to my hearing?

   • The longer you are exposed, the more damaging it may be.

5. Do earplugs work?

   • Properly fitted earplugs or muffs reduce noise 15 to 30 decibels.

   • They do not limit your ability to hear conversations in a noise environment.

<u>Reminder:</u> Hearing loss is preventable. Wear hearing protection in high noise areas. Obey posted warnings

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Pneumatic Power Tools

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. The construction industry relies heavily on compressed air to power a variety of equipment and tools used to drive piling, demolish concrete, torque bolts, grind, saw, nail, spray, pump, and to do other jobs. Construction employees are often exposed to pneumatic power equipment requiring lock-out procedures before repairing the equipment.

2. **THINK ABOUT IT:** Any power source strong enough to operate this equipment is also strong enough to cause personal injury or death.

3. Compressed air used in plants and factories is often generated by permanent compressors and delivered through its own piping network. **BEWARE:** Pipes often look alike. Accidentally tapping into an oxygen or gas line could prove to be fatal. When oxygen mixes with the oil inside the hose or tool, the result could be **INSTANT FIRE OR EXPLOSION.**

4. **Follow these safety rules with pneumatic power tools:**

   - Run gas or diesel air compressors outside of buildings to avoid carbon monoxide poisoning.

-- MORE --

- **ALWAYS** make certain that the delivered air pressure does not exceed the rated capacity of your tool, accessories, or hoses.

- **NEVER** tie-open or block the use of safety devices. They are there for your protection.

- **NEVER** try to raise or lower pneumatic tools with the air hose - use a hand line instead.

- **ALWAYS** pin or chain all hose connections to prevent hose whip from accidental disconnection.

- **ALWAYS** shut off the air supply valve before performing maintenance or changing any bit or accessory. Crimping the hose **IS NOT** an acceptable method to stop air flow.

- **ALWAYS** use the appropriate personal safety equipment when operating pneumatic tools, such as face, eye, ear, hand, foot and respiratory protection.

REMINDER - THE POWER TO OPERATE PNEUMATIC POWER TOOLS IS STRONG ENOUGH TO HURT OR KILL.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Powder Actuated Tools

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Powder actuated tools are widely used throughout the industry. The manufacturers of these tools provide detailed instructions for their use. These instructions should be closely followed at all times.

2. **The following general recommendations apply to all powder actuated tools:**

   - Only properly trained and qualified operators should use powder actuated tools.

   - Wear safety goggles, due to the danger of flying materials.

   - Transparent face shields provide both eye and face protection.

   - Never point the tool at anyone, whether the tool is loaded or unloaded, and keep hands clear of the muzzle.

   - Never store or use powder actuated tools in explosive atmospheres, around highly flammable materials, or where non-sparking tools are required.

   - Hold the tool firmly against and perpendicular to the surface. Never carry a

-- MORE --

loaded tool from the jobsite. Leave the tool **UNLOADED** until ready for actual use.

- Check manufacturers' recommendations if in doubt about the safety of the material being used. Most manufacturers recommend against using powder actuated tools on very hard, brittle materials, such as cast iron, glazed tile, surface hardened steel, glass block, liverock, face brick, hollow tile, and similar materials.

- To prevent flying hazards, make sure the stud or attachment will not pass completely through the material. Check for other workers on the opposite side of the wall or floor.

- **LOAD THE TOOL ONLY IF IT IS TO BE USED IMMEDIATELY.** Signs should be posted where powder actuated tools are in use.

- Use only low velocity powder-actuated tools.

REMINDER - FOLLOW ALL SAFETY RULES AND REDUCE THE CHANCES OF AN ACCIDENT WITH POWDER ACTUATED TOOLS.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Safety and Powder Actuated Tools

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Using powder actuated tools is similar to using a gun.

2. Before operating a powder actuated tool, the operator should first be properly trained.

3. **Follow these safety rules for powder actuated tools:**

   - Before every work shift, inspect and test each powder actuated tool in accordance with the manufacturer's recommended procedure. This will ensure that no defects exist, and that all safety devices are in proper working order.

   - Wait until just before use to load the tool.

   - Never put a tool away loaded.

   - Never leave a loaded tool unattended.

   - Always treat your powder actuated tool like a gun, - keep your hands and other body parts away from the open barrel.

-- MORE --

- **NEVER** aim a loaded or unloaded tool at anyone.

- Do not drive fasteners into very hard or brittle materials such as cast iron, glazed tile, hardened steel, glass block, rock, face brick, or hollow tile.

- Be smart - **ALWAYS** wear the appropriate personal protective equipment such as gloves, hard hats, goggles, face shields, etc.

- Be alert - **NEVER** use a powder actuated tool in an explosive atmosphere or flammable area.

- **NEVER SUBSTITUTE** - use only fasteners and loads designed for your brand of tool and for the type of material you are fastening.

REMINDER - TAKE TIME FOR PROPER TRAINING. IT COULD SAVE A LIFE!

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Job Built Ladders

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. OSHA allows us to use manufactured ladders and where the job requires, **job built ladders.** But job built ladders must meet safety standards.

2. Choice of lumber

   - Side rails must be dressed Douglas fir "select" free from knots, checks and splintering; 2x4 minimum to 16'; 2x6 up to 30'.

   - Rungs must be clear 1x4 materials minimum, also free of knots, splits and checks.

   - Cleats must be of similar materials.

3. Construction practice

   - Use 10d nails to secure cleats; never use double headed form nails.

   - Rungs must be evenly spaced approximately 12" apart.

-- MORE --

- Side rails must extend 36" above the landing and allow for walk thru.
- If more than 25 people use the ladder, the ladder must be wide enough to accommodate two-way traffic.
- Job built ladders (single cleat) Must never be longer than 30'.
- Job built ladders must be secured from displacement at top and bottom.

4. Inspections

- Before using any ladder, make sure it is not damaged or in need of repair.
- Report damaged job built ladders and block them so they cannot be used until repaired.

<u>REMINDER:</u> JOB BUILT LADDERS ARE EXCELLENT CONSTRUCTION TOOLS. BUILD THEM CORRECTLY AND KEEP THEM IN GOOD REPAIR.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Ladder Safety

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. The ladder is one of the most frequently used pieces of equipment on the job.

2. **Major factors contributing to ladder accidents are:**

   - Climbing or descending improperly.

   - Failing to secure or tie-off the ladder at the top or failure to secure the ladder at the bottom.

   - Using broken ladders.

   - Carrying objects while climbing or descending.

3. Generally, commercial ladders or job-built ladders are constructed properly and of sound material. However, after they have been in use for some time, they are often damaged by rough handling, being struck by heavy objects, and other causes. Failure to report a defect on the part of anyone using a ladder may cause a serious injury.

-- MORE --

4. **Follow these safety rules for ladders:**

- You will hear many arguments about the best way to climb a ladder. Many people say "Use the hands on the rungs." Others say, "Grip the side rails." Most people agree that **EITHER METHOD IS OK IF YOU USE BOTH HANDS!**

- Too often, ladders are not secured either at the top or at the bottom. It takes only a few minutes to tie-off a ladder.

- Set ladders at the proper angle. Ladders should be set at a 1 to 4 pitch (that's 1 foot out for each 4 feet of height).

- Ladders must be long enough to extend **AT LEAST 3 FEET** above the landing and tied-off.

- When it is necessary to get tools and/or materials from the ground up to the work level, or down again, do not carry them on the ladder. Use a hand line to haul them up or let them down.

REMINDER - LADDERS ARE AN IMPORTANT TOOL IN CONSTRUCTION; USE THEM SAFELY.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Ladders

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. As simple as ladders may seem, it is important for you to know what type of ladder to use, how to set up a ladder properly, and how to use it safely.

2. Just as jobs and people are different, so are ladders. Most workers do not realize that factory-built ladders are classified by the weight that they are designed to hold. **TYPE III** is lightweight and holds a maximum of 200 pounds; **TYPE II**, 225 pounds; **TYPE 1**, 250 pounds; **TYPE 1-A**, up to 300 pounds.

3. **Follow these safety rules with ladders:**

   - **MAKE SURE THAT THE LADDER YOU USE IS STRONG ENOUGH TO SUPPORT YOUR WEIGHT PLUS YOUR TOOLS AND CLOTHING.**
   - Choose a ladder with side rails that are long enough to extend at least three feet above the floor, deck, platform, roof, or landing area that it serves.

   - Never use a defective ladder, such as a metal ladder that is rusty, dented, or

-- MORE --

has missing parts, or a wooden ladder with damaged or cracked side rails, missing rungs, missing feet, etc.

- **NEVER** use a metal ladder near electrical power sources.
- When setting up a portable ladder, place the feet on a **SOLID, LEVEL BASE** allowing for a 1 to 4 lean angle (1 foot out for each 4 feet of height), and always secure or tie down the top of the ladder to prevent moving or slipping.
- Safety-check every ladder before use.
- Make sure your shoes are free of mud, grease, oil, snow, etc., then face the ladder and ascend or descend using **BOTH HANDS.**
- When working from a ladder, avoid reaching too far to the side.
- Carry tools in a pouch, not in your hands. Remember, the top 3 rungs are for holding onto, not standing.

REMINDER - KNOW WHAT TYPE OF LADDER TO USE, HOW TO SET UP THE LADDER PROPERLY, AND HOW TO USE IT SAFELY.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Portable Ladders

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Many Americans are treated every year for injuries caused by ladder accidents.

2. **THINK ABOUT THIS** - who knows more about ladders than construction workers? Yet, each year, many of the construction ladder accident victims lose time and money from accidents with ladders. **WORSE YET, MANY LADDER ACCIDENTS RESULT IN DEATHS.**

3. **To avoid becoming a ladder injury victim, you must know what kind of ladder to use and how to use it properly.**

    - Never use ladders with broken or missing rungs, damaged side rails, missing feet, or one that has been improperly constructed or repaired. **IN FACT, THE LADDER YOU USE ON THE JOB MUST BE IN GOOD CONDITION.**

    - Always place portable ladders on a **SOLID-LEVEL** base leaning at a 1 to 4 pitch (that's 1 foot out for each 4 feet of height). The side rails must extend at least 36 inches above the landing and must be secured.

-- MORE --

- To avoid losing your balance, always keep your belt buckle between the side rails.

- If the ladder is metal, avoid electricity; if it is fiberglass, avoid extreme heat; if it is wood, never paint it. **PAINT COULD HIDE SERIOUS DEFECTS.**

- Before using any ladder, make a visual inspection. Make sure that your shoes are clean to prevent slipping, and, facing the ladder, use both hands to ascend or descend.

- Portable ladders are normally intended for use by only one person at a time.

REMINDER - USE LADDERS SAFELY.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Straight Ladders

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. The ladder is probably the most widely used tool. We all become careless about things we are most familiar with. Ladders are no exception.

2. **Falls from ladders are EASY TO AVOID. Here are simple rules of ladder safety.**

   - Before using any ladder, check it for defects. Look for missing or damaged rungs or hardware, cracks in the side rails, and corrosion on metal ladders. Repair or replace damaged ladders.

   - As soon as a ladder goes up, it must be **TIED-OFF** at the top and firmly secured at the bottom. Never put ladders on top of boxes, drums, or other unstable surfaces

   - In placing the ladder, be sure that the side rails extend 36 inches above the landing. Usually this means placing the third rung even with the landing.

   - Place ladders so that the distance from its base to the wall is one foot for every four feet of height. For example, the base of a twenty foot ladder should be five feet from the wall.

-- MORE --

- Overlap extension ladders at least 3 rungs. Be sure the hardware is fully engaged.
- Do not place ladders near power lines.
- When using the ladder, be sure that your shoes are clean.
- Face the ladder and always use both hands for climbing.

REMINDER

1. We must all work constantly to make these important rules part of our **DAILY ROUTINE.**
2. There is no need for accidents involving ladders. Let's work to avoid them.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Watch Your Step On Stepladders

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Studies show that falls produce many serious injuries in construction. These studies also show that **STEPLADDERS ARE INVOLVED IN A LARGE PERCENTAGE OF THE FALLS.**

2. **Are stepladders unsafe? The answer can be 'Yes" or "No." It all depends on how the stepladder is used. Unsafe practices and conditions have caused many accidents. Let's look at a few of these conditions:**

   - **BROKEN RAILS AND TREADS.** A damaged stepladder really cannot be repaired and should be discarded.

   - **STEPLADDERS USED AS STRAIGHT LADDERS**. The treads may not be level or the legs may slip.

   - **STANDING ON THE TOP STEP**.

   - Using stepladders that have ice, mud, snow, etc. on the steps.

<u>REMINDER</u> - WORK TO GET RID OF THE UNSAFE PRACTICES AND CONDITIONS THAT CAN LEAD TO ACCIDENTS WITH STEPLADDERS.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Mobile Crane Operations

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK

TOOL BOX SAFETY TALK

1. Many crane accidents involve the loss of a load due to unsafe rigging, hooks, or slings.

2. **Follow these safety rules for operating mobile cranes:**

   - Check wire rope cables and fastening devices each work day. A thorough inspection should be conducted regularly. Check for broken wires, wear on the outside wires, and evidence of corrosion.

   - Check hooks for deterioration from fatigue. When this condition is found, replace the hook. Prevent the practice of lifting a load on the point. A swivel type hook minimizes the turning of a load during a lift.

   - Never operate a crane on soft or sloping ground. The crane should always be level before it is put into operation. Outriggers give reliable stability only when used on solid ground.

-- MORE --

- Follow the manufacturer's safe load limits. Overloading booms causes serious accidents, such as overturning, collapse of the boom, and cable failure. **THE LOAD LIMITS SPECIFIED ON CAPACITY PLATES MUST NEVER BE EXCEEDED.** All other instructions should be strictly observed.

- Before leaving the crane **FOR ANY REASON,** the operator should set the brakes, block the wheels, lock the boom, and place the levers and controls in a neutral position.

- Be especially careful when operating the crane in the area of overhead wires, regardless of the known voltage. If the crane must be operated near power lines, the power company should be consulted about precautions, and their safety recommendations should be observed strictly.

- Never leave the operating position while a load is suspended.

REMINDER - GOOD JUDGMENT PREVENTS DANGEROUS SITUATIONS.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Riding The Hook

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. "Riding the Hook" is a bad practice for many reasons. There could be an operator error, a mechanical failure; someone could slip or lose their grip, or the load could swing against a column or wall.

2. Because of the possibility for serious injury, no employee is to ride the load.

3. "Riding the Hook" shows that the job has not been planned properly. A safe and feasible method of reaching high working areas can be found.

REMINDER - RIDING THE HOOK CAN BE EXTREMELY DANGEROUS.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Rigging

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the safe way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Rigging looks like an easy operation that doesn't seem to require any particular skill or experience. Don't be fooled. Many people have lost fingers or hands or suffered more serious injuries.

2. **To avoid injuries on the job, follow these rules:**

   GET YOUR SIGNALS STRAIGHT.

   - Appoint one member of the crew to act as signalperson, and instruct the crane operator not to accept signals from anyone else.

   - The signalperson must not order a move until getting an "all ready" from each crew member.

   - Each worker must be in the clear before giving an "all ready" to the signalperson.

   - If you must hold on to the chain, sling, or choker to maintain tension, be sure your hands and feet are out of the way of pinch points before giving an "all ready."

-- MORE --

- Check for overhead obstructions and power lines.

PROTECT YOUR HANDS.

- If it isn't possible to release the chain, sling, or choker, be sure your hand is clear of pinch points.

- Keep your hand far enough away so that a frayed wire or splinter on the cable can't catch your glove and jerk your hand into a pinch point.

WATCH OUT FOR ROCK AND ROLL.

- It's almost impossible to position the hook exactly over the load's center. Watch out for a swing or roll.

- Anticipate the direction of the swing or roll and work away from it.

- Never place yourself between material, equipment or other stationary objects and the load.

- Stay away from stacked material that may be knocked over by a swinging load.

STAY OUT FROM UNDER THE LOAD.

- Never get under a suspended load.

- Keep out from under the crane's boom.

SET IT DOWN CAREFULLY.

- When it's necessary to guide a load, use a tag line or hook.

- If you have to walk with a load, keep it as close to the ground as possible.

- Inspect the spot where the load is to be landed. Remove unnecessary blocks or other objects that might fly up when struck by the load.

-- MORE --

- When lowering or setting a load, keep your feet and all other parts of your body in the clear.

- Set the load down easily and slowly. If it rolls on the blocking, it will shift slowly and you'll be able to get away.

REMINDER - TEAMWORK IS IMPORTANT ON ANY JOB TO PREVENT INJURY TO YOURSELF OR TO OTHERS.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Suspended Loads

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Lightning doesn't have to strike twice to cause an injury. Once is usually enough.

2. IT'S THE SAME WITH OVERHEAD LOADS. If one falls on you, it generally makes a permanent impression. That's why you should always stay out from under cranes, booms, and buckets. **YOUR FIRST ACCIDENT MAY BE YOUR LAST.**

3. **USE YOUR HEAD.**

   - Make sure an object doesn't fall on you.

   - Don't stand, walk, or work under crane booms, buckets, or suspended loads.

   - Always wear your hard hat.

4. **PLAN AHEAD.**

   - When planning lifting operations, minimize the time the boom or bucket will swing over workers.

   - Check carefully for overhead obstructions or power lines.

-- MORE --

5. **THINK SAFETY IN CONCRETE OPERATIONS.**

- Did you ever get hit in the head with a piece of semi-hardened concrete dropped from a crane bucket? Laborers have to be especially careful to keep clear of the crane when the operator is loading and hoisting the bucket.

6. **THINK SAFETY WITH BACKHOES.**

- Pipe crews get so comfortable setting pipe with a backhoe, they may get under the load in a ditch. What happens if a cable breaks or a hydraulic line blows?

REMINDER - TO AVOID DANGER FROM CRANE BOOMS, KEEP OUT FROM UNDER THEM AT ALL TIMES. ALWAYS WEAR YOUR HARD HAT.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Construction Equipment

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Today's construction equipment is POWERFUL and COMPLEX. Safe equipment operation requires complete control.

2. **The following are some general precautions which apply to most construction equipment:**

   - Think safety. Plan the work and work the plan. Follow planned inspections and report or correct any unsafe conditions **IMMEDIATELY**.

   - Don't be a show-off. It may impress others to be flashy and fast, but experienced operators know that a well-balanced, smooth work cycle gets more work done and prevents undue machine wear and accidents.
   - Be alert at all times and don't be distracted. If attention must be turned elsewhere, stop the machine.

   - Be a good housekeeper.

-- MORE --

- Keep the deck operating area clean.
- Be sure shoes are clean and dry before operating machinery.
- Keep loose parts and tools in a tool box.
- Use only non-flammable solutions for cleaning.

- Inspect wire ropes and hydraulic lines every day.
  - Replace frayed, broken, or kinked wire ropes, before using your equipment.
  - Check hydraulic lines for leaks and weak connections, and tighten or replace as necessary.

- Inspect machinery daily.
  - Check for loose, worn, or damaged parts.
  - Report any unsafe conditions immediately.
  - Do not operate the machine until all problems have been corrected.

- Replace all missing or broken guards and panels - **THEY ARE THERE TO PROTECT YOU.**

- Never tamper with safety devices. Always make sure that all safety devices are in working order.

- Always have a fire extinguisher on hand and know how to use it. Check each extinguisher at least monthly to be sure it is in working order.
- Test all controls at the start of the shift to ensure proper adjustment.

- Before starting engines, make sure no one is working on or near the machinery. Check inside, outside, and underneath.

-- MORE --

- Use sense and caution when refueling.
    - Do not smoke.
    - Stop the engine.
    - Never refuel near an open flame.
- Never get on or off a moving machine.
    - Be sure the machine is fully stopped and the rake, bowl, or blade is lowered.
    - Never jump off - use both hands to mount and dismount.
- Never exceed the manufacturer's rating.
- When loading machinery on a trailer, always use a good, stable ramp.
- ALWAYS USE YOUR SAFETY BELT.

REMINDER - CHECK EQUIPMENT EVERY DAY.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Heavy Equipment Backing

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK

TOOL BOX SAFETY TALK

1. Operations involving heavy equipment should be planned to **REDUCE BACKING OF THE EQUIPMENT.**

2. Heavy wheeled construction equipment should be equipped with special mirrors to help eliminate blind spots. Even with additional mirrors, there are still blind spots from the operator's control position. **SOME HEAVY CONSTRUCTION EQUIPMENT HAS NO VIEW TO THE REAR FROM THE OPERATOR'S POSITION AND REQUIRES A SPOTTER BEFORE MOVING BACKWARDS.**

3. Bi-directional alarms and horns are available for construction equipment. The advantage of the bi-directional alarm is that any person near the equipment is alerted to the movement of the machine. These devices have helped reduce the number of persons struck by equipment.
4. The real key to preventing equipment backing accidents involves the people on the job. They must avoid parking vehicles or placing material in areas where heavy construction equipment is operating.

-- MORE --

5. **Equipment operators can work to prevent accidents:**

- Equipment operators should develop a habit of walking around their equipment to check for obstacles before operating the equipment.
- Heavy construction equipment operators are to be qualified and physically fit.
- They must know the limitations of equipment.
- They must be aware of blind spots.
- They should never back up the equipment unless they are sure of what is behind them.
- Operators should have someone guide them in congested areas when they are unable to see to the rear.
- If operators lose sight of their guide, they should stop the machine or vehicle immediately.
- Operators must never assume there is no obstacle to the machine's rearward path until they have checked to make sure.

<u>REMINDER</u> - EQUIPMENT OPERATORS CAN ELIMINATE EQUIPMENT BACKING ACCIDENTS BY FOLLOWING SAFE WORK PROCEDURES.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Heavy Equipment, Check and Double Check

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Heavy equipment accidents are usually caused by someone failing to use their experience, training and good sense.

2. **DUE TO THE FACT THAT BOTH SIZE AND SPEED of HEAVY EQUIPMENT HAS INCREASED, PERSONS WHO OPERATE THE EQUIPMENT MUST BE MORE ALERT.** In fact, a modern operator has an even greater responsibility to operate the machinery safely.

3. Accidents involving heavy equipment can have drastic results. In many cases, they result in serious injury, death, and damage to the equipment. **BOTH SAFE OPERATORS AND SAFE MACHINE OPERATION ARE NEEDED ON THE JOB.**

4. Every year, many workers are injured by equipment backing up. **TAKE A FEW SECONDS** to walk around the machine before starting it up, and when backing up, have someone direct you. Saving lives is worth the extra time,

5. Check to ensure your back up alarm is working.

<u>REMINDER</u> - BY PRACTICING THESE RULES, EVERYONE WILL BENEFIT.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Lift Truck Operating Rules

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. **SAFETY RULES ARE WORK RULES.** They are part of your responsibility for efficient production.

   - **OPERATORS ARE IN CHARGE OF THEIR OWN VEHICLE.** They are responsible for their own safety and the safety of others.

   - **ONLY QUALIFIED DRIVERS SHOULD OPERATE LIFT TRUCKS.** This will be determined by the supervisor.

   - Wear a hard hat, safety glasses, safety belt and safety shoes when required.

   - Horseplay is strictly prohibited.

   - Report all accidents **IMMEDIATELY.**

2. **In general, observe all traffic rules and regulations.**

   - Keep **TO THE RIGHT** on roadways.

-- MORE --

- Drive **AT A REASONABLE SPEED**, depending on location, weather and the condition of the road surface.

- Slow down at intersections, corners, ramps and other danger points. Remember to sound your horn

- Leave plenty of space between trucks when traveling.

- Be alert for wet and slippery surfaces.

- Give pedestrians the right of way. Assume they are not thinking about lift trucks.

- Stop at all stop signs.

- When parking, do not block traffic.

    - Park with the forks on the floor.

    - Turn off the power, set the brake and take the key with you.

    - When parking at night, or in dim light near traffic areas, mark your equipment with lights or lighted barricades.

<u>REMINDER</u> - SAFETY RULES, WORK RULES, AND TRAFFIC RULES ARE YOUR PERSONAL RESPONSIBILITY!

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Operator Alertness

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Cranes, cherry pickers, front end loaders, pickup trucks and dump trucks are only a few examples of equipment moving on the jobsite.

    - Equipment operators are responsible for operating their equipment safely. Hazards to workers have always existed, but equipment in the past was **SLOWER** and **NOISIER**. Today, these hazards are greater because equipment moves at **HIGHER SPEEDS** and with **LESS NOISE**. Operators today must be alert for anyone working near the equipment and moving from one area to another.

    - Operators should watch out for people, vehicles and other equipment **AT ALL TIMES**. Workers have the right to expect operators to look out for them.

    - Anyone walking or driving in an equipment operation area should always stay out of the way of moving equipment.

2. **MOST ACCIDENTS INVOLVING HEAVY EQUIPMENT RESULT IN VERY SERIOUS INJURIES OR DEATH. OPERATORS MUST BE ALERT AT ALL TIMES.**

-- MORE --

3. **Equipment starting** out from a **stationary** position causes **more accidents than equipment already in motion.**

   - A good policy is to walk around a piece of equipment before you start it up, and have someone signal you before backing.

   - Always use the back-up alarm to let everyone know you are moving.

REMINDER - WATCH WHERE YOU'RE GOING. WITH COOPERATION AND AWARENESS, THE JOB WILL BE MUCH SAFER.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Rough Terrain Forklifts

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Rough terrain forklifts allow great flexibility on a construction site to deliver materials throughout the area. Like any piece of equipment, they are only as safe and reliable as their operators.

2. Operators must:

   - Make a complete inspection of the vehicle ensuring all parts of the forklift operate properly.
   - Know the load and function limitations of the unit.
   - Know the weight of the load and the location where it will be placed.
   - Inspect the route to be followed to eliminate obstructions and hazards.
   - Always wear a seatbelt when operating a unit.

-- MORE --

3. Operators must never:

- Pick an unknown load.
- Operate "in the blind" without a spotter.
- Allow any individual to ride a load or the forks.
- Take a rider in the cab (unless the cab is equipped to do so).
- Leave a load in the air and unattended.
- Leave the unit with its keys after hours.

<u>REMINDER:</u> ROUGH TERRAIN FORKLIFTS ARE A TREMENDOUS HELP ON CONSTRUCTION PROJECTS. MISUSE OF LIFTS MAY LEAD TO SERIOUS ACCIDENTS, INJURY AND DEATH. DON'T BECOME A VICTIM.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Safety and Skill Count

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. A good operator knows how to handle earth-moving equipment efficiently and safely. Only an experienced operator should handle this type of equipment. Only the operator should be in the seat or on the operating platform while the equipment is in use. **RIDERS ARE NEVER ALLOWED**.

2. It takes **INTELLIGENCE** and **EXPERIENCE** to know how to get the job done while maintaining safe equipment speeds which are consistent with roadway and other working conditions.

    - Because runways for equipment receive heavy usage, the operator should report any unsafe conditions.

    - Excessive speeds in rough places and on poor construction roads may cause tilting which can throw the operator from the equipment. **WEAR YOUR SAFETY BELT**.

3. Safe operation of heavy equipment means that the operator is concerned with the safety of other workers as well as his or her own safety. This is especially true of

-- MORE --

backing up - the operator makes sure that everyone is in the clear before backing up.

4. A skilled bulldozer operator understands how to manage equipment when ascending or descending steep grades. The operator maintains the proper speed according to the conditions and proper balance by keeping dozer blades close to the ground.

5. Flags and barricades should be used to warn traffic whenever construction equipment is being operated on or across roadways.

6. Bulldozers should be equipped with back-up alarms in order to alert other workers of approaching danger.

REMINDER - OPERATE EQUIPMENT WITH SKILL AND SAFETY SENSE.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Antilock Braking System (ABS Brakes)

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Newer vehicles are now equipped with anti-lock braking system, commonly referred to as ABS brakes.

2. How do ABS brakes work?

   - System detects onset of wheel locking during braking.
   - Wheels are prevented from locking even when brakes are firmly applied.
   - Steering controls remain functional.

3. Do's and don'ts with ABS

   - Do apply continuous force to brakes.
   - Do not pump your brake pedal.

-- MORE --

- Do practice stopping with ABS brakes.

- Do not presume ABS brakes will decrease stopping distance.

<u>REMINDER:</u> ABS BRAKES ARE DESIGNED TO KEEP VEHICLES UNDER CONTROL IN PANIC BRAKE SITUATIONS. DO NOT RELY ON THEM TO PROTECT YOU FROM POOR DRIVING PRACTICES LIKE TAILGATING OR SPEEDING.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Defensive Driving

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. A good driver is a defensive driver!

2. **The good driver:**

   - Knows and obeys the company rules when operating the vehicle.
   - Knows and obeys the traffic rules and regulations.
   - Is aware of the traffic situations ahead, behind, and to the sides.
   - Is willing to yield the right-of-way to prevent accidents and does not tail-gate.
   - Is particularly cautious approaching intersections.
   - Drives safely according to the number of pedestrians, road conditions, weather, traffic, and degree of light.
   - Maintains confidence and a POSITIVE attitude about accident prevention.
   - Always wears a safety belt.

REMINDER - DO IT THE SAFE WAY EVERY TIME!

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Night Driving

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. At night, 20/20 vision is reduced to about 20/50. That means extra care is needed for night driving.

2. Reduce speeds at night. Daytime speeds may be faster than your range of vision at night.

3. Keep windshield, headlights and mirrors clean and in good condition. Dirty headlights can reduce your visibility.

4. Keep interior dash lights dim to reduce distraction and eye fatigue.

5. Never look directly into oncoming headlights. Look to the side.

6. Do not wear sunglasses to reduce glare.

7. Dim your high beams for oncoming traffic and for upcoming traffic in your direction of travel.

<u>REMINDER:</u> NIGHT DRIVING CAN BE TREACHEROUS. REDUCE SPEEDS TO AVOID ACCIDENTS.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Transporting Workers By Truck

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Transporting workers by truck can result in serious injuries unless proper precautions are taken. This is true whether only one worker or a group of workers is involved.

2. **The company provides safe transportation for moving workers from one location to another. However, we need your help to watch for UNEXPECTED CONDITIONS which often lead to SERIOUS ACCIDENTS. Follow these safety rules as a passenger in a truck:**

   - Do not sit on the bed of a truck, or ride on a vehicle without proper safety belts.
   - Only trucks equipped to transport passengers, with adequate seating and safety belts, are to be used.
   - Riders must not get on or off a moving truck.
   - When you get on or off a truck in wet weather, it is easy to slip. Watch your step under these conditions. Use great care.
   - You are risking injury when you jump from a truck.

REMINDER - RIDE SAFELY TO PREVENT ACCIDENTS.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Vehicle Safety

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Vehicles must be in proper condition.

2. Vehicle inspections are the responsibility of each driver/operator.

3. **Follow these rules for vehicle safety:**

   - Observe speed limits at all times.
   - Red flags must be placed on all materials that hang over the sides or extend beyond the tailgate.
   - The maximum number of passengers allowed in a vehicle depends on the number of seats equipped with safety belts.
   - Safety belts are to be worn by all occupants of the vehicle.
   - Close and latch tailgates.

-- MORE --

- Keep truck beds and cabs clean.

- Report all mechanical problems affecting the safe operation of the vehicle promptly.

- Abuse of company vehicles will result in disciplinary action.

<u>REMINDER</u> - FOLLOWING THESE RULES WILL HELP AVOID VEHICLE ACCIDENTS.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Wet Roads

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Why are wet roads so dangerous?

   - Grease, oil and other solvents on dry roads become a hazard on wet roads.
   - Water on roads can cause hydroplaning even at speeds of 25 mph.
   - Wet roads increase stopping distance.
   - Vehicle control can be lost.

2. What should drivers do when it is raining?

   - Reduce speed.
   - Increase the distance between your vehicle and vehicles in front of you.
   - Turn on headlights for better visibility.
   - If brakes get wet from excessive water, pump them to dry them.

<u>REMINDER:</u> YOUR SAFETY DEPENDS ON RECOGNIZING HAZARDS. SLOW DOWN ON WET ROADS. WATCH OUT FOR THE OTHER GUY.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Winter Driving Hazards

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. With the arrival of winter, improper and careless operation of motor vehicles causes unnecessary accidents and injuries.

2. **By following these instructions, you can greatly reduce accidents:**

   - Driving on snow and ice are not excuses for motor vehicle accidents. Adjust your speed and driving habits to hazardous road conditions.

   - To start on slippery and icy pavements, accelerate SLOWLY AND GRADUALLY.

   - Vehicles should be equipped with ABS braking.

   - Maintain a safe distance from the vehicle directly ahead and avoid situations requiring sudden stops.

   - Keep the windshield clear of ice, frost, and snow.

   - The use of tire chains or snow tires on icy roads can be helpful. Chains should be properly adjusted to the tire to prevent pounding and excessive tire wear. Replace cross-links when broken.

-- MORE --

- Operation of a motor vehicle in a closed building or garage is **EXTREMELY DANGEROUS** because of carbon monoxide gas, an invisible, odorless, tasteless **KILLER.**

- Always wear your safety belt.

REMINDER - THE LIFE YOU SAVE MAY BE YOUR OWN!

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Handling Materials Lowered From Overhead

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain

or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Lowering material from overhead **CAN BE DANGEROUS.**

2. **Remember these guidelines:**

   - **SIZE UP THE LOAD.** If it looks too heavy for you to lift, it is probably too heavy for you to take down.

   - **ASK YOURSELF: HOW DID IT GET THERE?** Was it put there by a lift truck? By two workers?

   - When you're lowering something, set it down the same way you would lift it up. If you have to place it to one side or the other, don't twist your body. Move your FEET instead.

REMINDER - PAY AS MUCH ATTENTION TO SAFELY LOWERING THINGS AS YOU DO TO LIFTING THEM.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Lift Right, Lift Safely

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Lifting is a basic part of your job. You should know how to lift safely.

2. **Follow these rules for safe lifting:**

   - **KNOW YOU CAN LIFT THE LOAD.** Is it too heavy or too awkward? If so, get help.

   - **BE SURE YOUR PATH IS CLEAR.** Check to see if you have enough room, there are no obstructions in the way and there is nothing overhead. Be aware of uneven surfaces.

   - Lift with your LEGS. They are stronger than your arms.

   - Avoid twisting while carrying a load.

   - Look ahead after you have lifted the load.

   - Always be in control of your load. The result of an unbalanced load could send you to the hospital.

-- MORE --

- Put the load down in the same way you picked it up. Let your legs carry the weight.

<u>REMINDER</u> - LIFT SAFELY.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Lifting

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Do you realize you may be risking serious injury. It's true - if you don't lift correctly. Improper lifting may cause back injuries that can take MONTHS and even YEARS to heal. Many times these injuries are permanent and disabling. A little know-how can help you to lift safely.

2. **PREPARING TO LIFT**

   - Check the load. If it looks too heavy, don't be afraid to ask for help.

   - Wear proper footwear. There is always the chance of dropping something on your toes or losing your footing.

   - If the object has rough or sharp edges, wear suitable work gloves. They'll give you a good grip and protect your hands.

3. **MAKING THE LIFT**

   - Crouch down and get a good grip on the object.

-- MORE --

- As you rise, lift with your LEGS, keeping the load as close to your body as possible.

- If you have to place the load to your left or to your right, don't twist your body - move your FEET instead.

- When you have to lower a load, simply reverse the procedure.

REMINDER - THINK - LIFT SAFELY.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Material Handling and Storage

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. **Construction requires material handling.**

   - Despite the volume, shape, size, weight, or variety, it's up to you to find the most **EFFECTIVE** and **SAFE** way to handle materials.

   - Accidents don't just happen. Most accidents are due to the unsafe acts of workers.

   - Unsafe thinking could cause an accident.

2. Many types of construction materials are considered hazardous and require special handling and personal protective equipment. If you are assigned to handle any materials that you are not familiar with, **ASK YOUR SUPERVISOR** for complete handling instructions, including the need for any required safety equipment, **BEFORE YOU START.**

3. When power-handling materials, make sure that the equipment and all rigging accessories are adequately sized and in safe condition. Never ride on power handling equipment. Never stand beneath elevated materials. Never swing suspended loads over the heads of others.

-- MORE --

4. Always store materials in a safe, neat, orderly fashion.

5. Always stack or interlock material securely to prevent collapse. Allow enough working room between piles for safe material handling and emergency equipment access.

6. Do not exceed the safe load limits of building floors, structures, scaffolding, ramps, etc.

<u>REMINDER</u> - FIND THE SAFEST AND MOST EFFECTIVE WAY TO HANDLE MATERIALS BY HAND OR BY MACHINE.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Proper Lifting

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. **How can you prevent back injuries? Many accidents can be avoided.**

   ACCIDENTS ARE USUALLY CAUSED BY CARELESSNESS.

   - When lifting a heavy object, get a firm footing, feet apart, one slightly behind the other for good balance.
   - Stand close to the load.
   - Always remember to lift with your LEGS, not your back.
   - Carry the load close to your body.
   - Keep fingers out from under the load.
   - Never try to carry a load that is too heavy. Ask for help or get a machine, such as a fork lift, to do the heavy work.

<u>REMINDER</u> - BACK INJURIES CAN BE PAINFUL. TAKE TIME TO AVOID BACK INJURIES.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Demolition ..."Planning the Job"

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Before we start work:

   - A qualified person has made a survey to evaluate floors, walls, framing and supports to avoid collapse.

   - This survey is written and is located _____(name the location).

   - The local utilities have been called and all services have been capped, shut off or controlled.

   - Hazardous materials have been identified and removed.

   - All pipe cover insulation, steel beam and column fire protection and HVAC duct-work have been surveyed for asbestos.

WARNING: IF YOU RUN ACROSS SUSPECTED ASBESTOS, STOP WORK IMMEDIATELY AND CALL A SUPERVISOR.

-- MORE --

- Necessary structural supports and shoring will be in place.

2. During demolition:

   - Do not remove shores or braces until instructed.
   - Do not work in areas where shoring is required but has not been installed
   - Remove all materials on the ground; do not let demolition debris accumulate.
   - Canopies are in place to protect you and the public. Do not remove them or weaken their structure.
   - Do not work below floors and roofs being demolished.

<u>REMINDER:</u> DEMOLITION IS DANGEROUS. MAKE SURE YOU KNOW WHAT YOU ARE DOING AND PAY ATTENTION AT ALL TIMES.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Demolition Chutes

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. All materials dropped outside a structure being demolished must be in a chute.

2. At truck loading locations, fully enclosed gates are required.

   - Always close gates when trucks drive out.

   - Watch backing and direction of vehicles.

3. Chutes should be free flowing but...

   - Never use hands to remove clogged debris.

   - Always use poles, picks or other similar devices.

4. Guardrails are required on all chute openings where employees off load by hand.

   - Guardrails must remain in place covering the chute opening to prevent falls.

-- MORE --

- Wear fall protection at the chute while dumping if barricades can't remain in place.

5. Keep bumpers in place at chute opening when using wheel barrows or mechanical equipment.

6. Do not throw oily rags or flammables down chutes.

<u>REMINDER:</u> DEBRIS CHUTES CAN BE DANGEROUS. ALWAYS KEEP GUARDS AND BARRIERS IN PLACE WHEN NOT IN USE. WEAR FALL PROTECTION, WHEN NECESSARY.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Dismantling Steel Structures

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Teamwork. is the key to the safe dismantling of a steel structure. Each phase of work must be coordinated. Workers must be briefed before each operation so that no one creates a hazard for others.

2. When more than one crew is on a jobsite, the superintendent should appoint a supervisor to be in charge of safety. That person is responsible for safety coordination. Each supervisor must be certain that each member of the crew knows their part. Since all phases of dismantling are interdependent, all workers must know their duties.

3. As bolts are removed, enough bolts must remain in each connection to support the structure. At least **TWO BOLTS** must remain in each connection, using a pattern that will prevent beams from rolling when they are walked on.

4. The burners, when required, also precede the razing crew if partial cutting is to be done ahead of time. Before starting to burn, burners must obtain approval from the supervisor to coordinate the amount of cutting to be done in advance of actual

-- MORE --

dismantling. **BURNING SHOULD NOT START UNTIL THE BURNERS HAVE AVAILABLE THE PROPER EXTINGUISHER AND HAVE ESTABLISHED A FIREWATCH.** To make sure the structure is safe, burners must be careful not to bum all the rivets from a connection until enough temporary bolts are in place.

5. In dismantling, it is sometimes difficult to locate the center of gravity of a beam before the connections are cut loose. As an aid, it is a good idea to place a **TAGLINE** on each end of a beam to keep it from swinging in case the sling is off center. When removing members, only a slight strain should be placed on the load before burning a piece off completely.

6. Avoid single point connections on slings. Slings must be adequate for the piece being removed and must be properly placed. Check weights and sizes of material and never overload equipment.

7. Extreme care must be taken to ensure that no one can pass below material being removed. This applies not only to those doing the actual work, but to any others who may have occasion to pass through the area. **BE SURE TO POST AND BARRICADE THE AREAS BELOW.**

8. There is danger in lead exposure when dismantling old steel structures. This problem must be identified before dismantling begins.

<u>REMINDER</u> - DISMANTLING CAN BE MADE SAFE BY PLANNING AND COORDINATING ALL PHASES OF THE OPERATION.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Fall Protection in Demolition

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Fall protection is extremely important during demolition. Watch for:

   - Unprotected sides and edges
   - Open demolition holes
   - Duct and mechanical openings.

2. Wear full body harness and shock absorbing lanyard.

3. Tie off to designated anchors specified in the demolition plan.

4. If anchors are not available or you are unsure of requirements, see your supervisor.

<u>REMINDER:</u> WE ARE WRECKING BUILDINGS...NOT EMPLOYEES. ALWAYS WEAR YOUR FALL PROTECTION GEAR AND TIE OFF.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

General Requirements For Demolition

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

Many precautions must be taken before demolition to protect the workers and the general public.

- All workers must wear hard hats and safety glasses. Any other workers not involved in the demolition must be advised of the danger.

- Barricades and signs must be installed to isolate the area.

- Provisions must be made to protect the public from harm. Directing the public away from the operation is the best option. If this cannot be done, barricades and/or covered walkways are to be built. Notify your supervisor of any public protection devices that have been damaged.

- All electric, gas, water, steam, sewer and other service lines must be shut off, capped, or otherwise controlled outside the building line before demolition work is started. Utility companies must be notified in advance.

<u>REMINDER</u> - PROTECT YOURSELF AND THE PUBLIC. THINK SAFETY WHEN PLANNING AND CARRYING OUT DEMOLITION ACTIVITIES.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Hazardous Materials in Demolition

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Hazardous materials are often present in demolition.

2. Common items include lead and asbestos. Less known but still common is silica.

3. All hazardous materials are typically abated before demolition starts. But here is what you should do if you encounter a problem.

   - Know what the hazardous materials look like.
   - If you see suspect material, **stop work** immediately.
   - Inform your supervisor so the material can be tested.
   - Follow all dust control practices specified in your work plans.

REMINDER: YOU ARE RESPONSIBLE FOR REDUCING EXPOSURES TO HAZARDOUS MATERIALS IN DEMOLITION. FOLLOW WORK RULES; REPORT HAZARDS AND SUSPECT MATERIAL BEFORE CONTINUING WORK.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Blasting

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain

or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. **Let's take a look at some of the regulations concerning blasting and the use of explosives.**

   - Storage magazines must meet all requirements of federal, state and local regulatory agencies.
   - **Blasting caps and explosives must be kept in separate magazines. Magazines must be separated by 50 feet. No smoking or open flames shall be permitted within 50 feet.**
   - An **UP-TO-DATE** inventory must be kept of all caps and explosives.

2. **Transportation regulations include the following:**

   - No person shall smoke while transporting explosives.
   - Explosives and blasting caps shall not be transported in the same vehicle.
   - Explosives or blasting supplies shall not be transported with other materials or cargos.

-- MORE --

- When explosives are transported in vehicles with open bodies, a Class II magazine shall be securely mounted to each vehicle bed, and 10 pound ABC fire extinguishers shall be available.

- Vehicles used to transport explosives must display **"EXPLOSIVES"** placards on **THE FRONT, REAR,** and both sides, and must have a **RED FLAG 18" X 30"** with the word **"EXPLOSIVES"** stamped on it in white letters readily visible from all directions.

- In the blasting area, there must be warning signs within 1,000 feet of the blasting operation. The signs should read: **"BLASTING ZONE 1,000 FEET' and "TURN OFF 2-way RADIO".**

4. **Follow these regulations when loading and blasting:**

- No holes shall be loaded except those to be fired in the next round of blasting.

- After loading and prior to firing, all remaining explosives and detonators shall be immediately returned to an authorized magazine.

- No explosives or blasting agents shall be left unattended at the blasting site.

- No equipment shall be operated within 50 feet of a loaded hole. It is the responsibility of the blaster to adequately warn all personnel in the area and to make sure the blasting area is clear **BEFORE** firing the blast.

- As a security measure, a strict inventory must be kept of the amount and kinds of explosives stored on the jobsite for future accountability.

REMINDER - ALWAYS FOLLOW ALL OF THE REGULATIONS FOR BLASTING AND THE USE OF EXPLOSIVES!

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

General Rules for Explosive Magazines

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain

or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. All magazines must be located or protected to minimize accidental impacts from vehicles or falling objects.

2. Areas surrounding magazines must be clear of brush, dried grass, leaves and other combustibles for a distance of 50 feet.

3. Protect magazines from flooding.

4. Keys or combinations for magazine locks shall be kept in a safe place.

    - Only persons authorized by the employer are permitted to unlock or remove supplies from a magazine.

    - Except when opened for use by authorized persons, the magazine shall be kept closed and securely locked at all times.

5. Electric power lines shall be kept at least 5 feet away from the exterior of any underground magazine except underground service.

-- MORE --

6. Magazine shall be located at least 25 feet from overhead high voltage electrical lines.

7. No smoking or open flames.

8. Use non-sparking tools for opening containers.

<u>REMINDER:</u> FOR YOUR SAFETY AND THE SAFETY OF OTHERS, FOLLOW THESE RULES AROUND EXPLOSIVE MAGAZINES.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Compressed Gas

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Many of us do not pay close attention to the haphazard use and handling of materials that can be as dangerous as a bomb.

2. Gas cylinders are potentially dangerous. They are often left in dangerous places, such as congested areas, next to scaffolds, next to bridge abutments, and near pile driving operations. This includes both capped cylinders and cylinders in use with the regulators and hoses attached.

3. Regulators can be broken in many ways, including, contact with a falling wrench, a bump with a piece of pipe, or by the cylinder tipping over and striking another cylinder. When this happens to an almost full tank, there is a chance for trouble. The cylinder might take off like a rocket. These cylinders have gone through walls, smashed cars, and damaged everything in their path. Imagine what one could do to a person. It is not only an explosion that makes cylinders dangerous. They are also heavy enough to cause injuries or broken bones if they fall on you.

4. Because of their narrow base, gas cylinders can easily be knocked over. **THEY SHOULD ALWAYS BE SECURED.** Anyone who handles cylinders should be sure that the cylinders are secured in an upright position.

<u>REMINDER</u> - COMPRESSED GAS CYLINDERS SHOULD BE RESPECTED.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Exploding Containers

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Many gasses and flammable liquids may burn when ignited in the open but could **EXPLODE VIOLENTLY** when confined.

2. **Follow these safety rules when working around containers:**

   - Always store gas cylinders and flammable liquid containers as required.

   - Discard throw-away gas cylinders, spray cans and flammable containers in accordance with prevailing federal, state, and local regulations. **DO NOT DISPOSE THEM IN FIRES, INCINERATORS, COMPACTORS OR AUTOMATIC REFUSE TRUCKS.**

   - Never use 55 gallon drums or any size flammable or combustible liquid containers for a makeshift scaffold or workbench. The dangers are: (1) their support is extremely unstable and (2) the slightest spark from a cigarette, welder, torch, grinder, or tool could trigger a fire or explosion.

-- MORE --

- Never weld or cut into any container with a torch, abrasive saw, or any other tool. The vapors from as little as one gallon of gasoline, could produce an explosive force equal to 13 sticks of dynamite!

- Don't trust the label. It is common to find a container that has been used to store liquids other than those listed on its label.

- To prevent an explosion from static electrical sparking, always attach a ground wire to any container before filling it with a flammable liquid.

<u>REMINDER</u> - WORK SAFELY TO PREVENT EXPLOSIONS FROM CONTAINERS OF FLAMMABLE LIQUIDS AND GASSES.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Flammable and Combustible Liquid Safety

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. To demonstrate the danger of hauling gasoline in the trunk of a car, a test was conducted igniting ONE gallon of gasoline inside a car trunk. The resulting explosion blasted the trunk lid 80 feet into the air. The force would have killed anyone in the car.

2. **SINCE YOU CAN'T MOVE FAST ENOUGH TO GET AWAY FROM AN EXPLOSION, YOU SHOULD DO WHAT'S NECESSARY TO AVOID ONE.**

3. Handling flammable and combustible liquids is common on construction projects. When you're the person handling these liquids, do you follow the proper guidelines, or do you ignore and underestimate the dangers? To fully understand the real dangers of these liquids, you must know the difference between them.

   - **A COMBUSTIBLE LIQUID** such as fuel oil, kerosene, linseed oil, etc., must exceed 100 degrees Fahrenheit in order to ignite.

   - **A FLAMMABLE LIQUID** like gasoline, lacquer thinner, alcohol, some paint thinners, etc., are much more dangerous - and can ignite below 100 degrees Fahrenheit.

-- MORE --

4. Whenever handling liquids in containers marked "flammable" or "combustible," **READ THE WARNING LABEL.** In addition to the danger of fire and explosion, there may be other serious **HEALTH THREATS.**

5. Approved safety cans are **REQUIRED** for storing and handling flammable or combustible liquids in quantities **GREATER THAN ONE GALLON.** Approved containers must (a) be made of metal; (b) have a spring-loaded, pressure release cap; (c) be self closing and (d) be equipped with a spark arrestor.

<u>REMINDER</u> - GASOLINE IS MADE TO EXPLODE INSIDE ENGINES. USE ALL FLAMMABLE AND COMBUSTIBLE LIQUIDS ONLY AS THEY WERE INTENDED TO BE USED.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Flammable and Combustible Liquids

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. **Flammable and combustible liquids are common in our society.** Use **caution when handling, using, or storing.**

   - **A COMBUSTIBLE LIQUID** such as fuel oil, kerosene, linseed oil, etc., must exceed 100° Fahrenheit to ignite.

   - **A FLAMMABLE LIQUID** like gasoline, lacquer thinner, alcohol, and some paint thinners, are much more dangerous and can ignite below 100° Fahrenheit.

2. **Respect the dangers of working with and around flammable and combustible liquids:**

   - **NEVER** store flammable or combustible liquids in glass bottles or in any other type of unapproved container.

   - **NEVER** refuel engines that are running or hot.

   - **NEVER** misuse a fuel such as gasoline for cleaning purposes.

-- MORE --

- **NEVER** smoke near any fueling or storage areas.

- **NEVER** store extra gasoline containers in your trunk.

- **NEVER** improperly store or use these liquids inside buildings.

3. Be aware of these dangers. Just ten ounces of gasoline contains as much explosive force as a stick of dynamite!

4. **Here are a few storage tips:**

   - OSHA limits indoor storage of flammable and combustible liquids to 25 gallons, unless approved storage cabinets are used, in which case 60 gallons of flammable, or 120 gallons of combustible liquid may be stored. **NEVER** store any flammable or combustible liquids in stairways, passageways, or exit areas.

   - Outside, portable, above ground, flammable or combustible liquid storage tanks should be located no closer than 20 feet from any building.

   - The ground under the tanks must be appropriately protected from spillage.

   - Tanks should be grounded to prevent static sparks.

   - **'DANGER - NO SMOKING'** signs should be posted.

   - A minimum 10B rated fire extinguisher must be mounted within 50 feet of flammable storage locations.

<u>REMINDER</u> - GIVE FLAMMABLE AND COMBUSTIBLE LIQUIDS THE RESPECT THEY DESERVE. TO BE SURE THAT YOU ARE IN COMPLIANCE, CHECK LOCAL AND STATE REGULATIONS, AND REVIEW OSHA STANDARDS FOR FEDERAL GUIDELINES.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Flammable Vapors

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Wood finishes and coatings are flammable because they contain chemical vapors which will ignite under certain conditions. The MSDS for a material provides detail regarding hazards of the materials we use.

2. If we use flammable coatings, we need to do the following:

   - Provide good ventilation to reduce vapor build-up.
   - Prohibit smoking.
   - If using fans, make sure they are non-sparking to avoid creating an explosion.
   - Turn off pilot lights and other sources of ignition.

3. We must make sure excess quantities of flammable liquids are stored outside of the building.

4. Enough fire extinguishers must be available to fight fires.

<u>REMINDER:</u> DON'T TAKE FLAMMABLE VAPORS FOR GRANTED. ELIMINATE VAPOR BUILD-UP AND SOURCES OF IGNITION TO PREVENT EXPLOSION OR FIRE.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Safe Handling of Compressed Gas Cylinders

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

Compressed gas cylinders can be hazardous. Using such equipment without knowledge of the hazards is dangerous. The following are some recommended procedures for the safe handling and storage of compressed gas cylinders:

- Never drop cylinders or allow them to strike each other.
- Avoid dragging or sliding cylinders - even for short distances.
- Do not use cylinders as "rollers" for moving material or other equipment.
- Keep cylinders in designated storage areas when not in use.
- Do not subject any part of a cylinder to a temperature above 125 degrees Fahrenheit.
- Do not allow cylinders to come into contact with sparks, flames, or electricity.
- Never tamper with safety devices in valves or on cylinders.

-- MORE --

- Use a regulator when connecting cylinders to systems of lower pressure ratings.

- Connect regulators to gas cylinders with properly fitting wrenches; connections specified to be hand-tight should be made hand-tight only.

- When returning empty cylinders, close the valve to leave some positive pressure in the cylinder; replace the protective cap and label the cylinder **"EMPTY"** or **"MT."**

- Do not store full and empty cylinders in the same area.

REMINDER - FOLLOWING PROPER PROCEDURES WILL HELP PREVENT ACCIDENTS.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Safe Handling of Flammable and Combustible Liquids

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Dangerous liquid fuels are found on most construction projects. How can you identify them? **READ THE LABEL AND MATERIAL SAFETY DATA SHEET.**

2. **Know how to safely store and use flammable and combustible liquids.**

   - Use fire-safe products when possible. This goes a long way in helping to reduce or eliminate fire dangers.

   - Beware of using gasoline, benzene, or other flammables as cleaners. Less dangerous products are available that will work as well.

   - Keep only a minimum supply of flammables and combustibles on hand.

   - Store your supply away from the main building(s).

   - DO NOT store materials in boiler, electrical panel, or air conditioning equipment rooms.

   - Protect against static electricity buildup when dispensing these liquids from

-- MORE --

drums into metal containers. Ground all drums, and during filling, clip a wire between the drum and the container being filled.

- Use only approved safety cans for storing flammables.
- Oil, grease, and solvent-soaked rags should be kept in a self closing container. Change or dispose of cleaning rags frequently.
- **NEVER** smoke or use an open flame where flammables or combustibles are being used or stored.

REMINDER - HELP PROTECT YOURSELF AND YOUR PROPERTY FROM FIRE AND EXPLOSION.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Storage of Compressed Gas Cylinders

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. **Personal injuries and damage to property can be caused by the improper care and handling of compressed gas cylinders.**

   - When a cylinder explodes, fragments can fly in all directions with a force strong enough to kill.
   - The impact of the explosion can set off a chain reaction with other cylinders located in the immediate area, multiplying the danger.
   - If a flammable compressed gas cylinder ignites, the resulting flash and fire can burn persons close by and cause extensive fire damage.
   - When a valve is sheared off a compressed gas cylinder, the broken cylinder may take off like a rocket.

2. **Here are some recommended procedures for safe handling and storage of compressed gas cylinders:**

   - Isolate defective cylinders, mark them clearly as DEFECTIVE, and return them to the supplier.

-- MORE --

- Do not allow oil and grease to come into contact with gauges, reducing valves, or fittings used for any gases.

- If it is necessary to test for leaks, use soap and water.

- Keep cylinders in their assigned areas **AWAY FROM ALL SOURCES OF HEAT.**

- Keep valve caps in place when cylinders are not in use.

- Keep cylinders in an upright position and secured.

- Store oxygen cylinders separately from cylinders of acetylene or other flammable gases.

<u>REMINDER</u> - USING THE RIGHT PROCEDURES IN HANDLING AND STORING COMPRESSED GAS CYLINDERS CAN PREVENT ACCIDENTS.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Common Coatings on Metal -- Welding Fumes

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Welding fumes depend on the composition of the metal welded and welding rods used.

   A. If base metal is iron or steel and welding rod is similar, iron oxide is produced.

   B. If stainless steel is welded on, fumes can contain nickel and chromium.

   C. Galvanized, plated or painted metals may generate fumes containing cadmium, zinc oxide or lead.

2. Adverse health effects of overexposure to welding fumes include:

   A. systemic poisoning.

   B. metal fume fever (flu-like symptoms).

   C. Lung diseases, like pneumoconiosis (accumulation of metal particles in the lungs).

-- MORE --

D. Irritation of the respiratory tract.

3. How to protect yourself from these hazards

   A. Always ensure good ventilation.

   B. Use fume extractors or local exhaust ventilation, drawing fumes away from your breathing zone.

   C. Know how to check, fit and wear a respirator properly.

   D. Ask your supervisor when you have questions.

<u>REMINDER:</u> WELDING FUMES CAN BE HAZARDOUS TO YOUR HEALTH.. KNOW WHAT YOU ARE WORKING ON AND THE RIGHT PROTECTION NECESSARY.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Gas Welding and Cutting

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Before a regulator valve is connected to a cylinder, the valve must be opened **SLIGHTLY** and closed **IMMEDIATELY.** This is known as "cracking." Cracking clears the valve of dust or dirt that might enter the regulator.

2. **Follow these safety rules with valves and regulators:**

   - The person cracking the -valve must stand to one side of the outlet, **NOT IN FRONT OF IT.**
   - Do not crack the cylinder valve where the gas would reach welding work, sparks, flame, or other possible **SOURCES OF IGNITION.**
   - Always open valves SLOWLY to prevent damage to the regulator.
   - For quick closing, do not open valves more than 1 1/2 turns. When a special wrench is required, leave the wrench in position on the stem of the valve while the cylinder is in use.

-- MORE --

- This will allow the fuel gas flow to be shut off quickly in case of an **EMERGENCY.**

- In the case of manifolded or coupled cylinders, at least one such wrench is to be available for immediate use.

- Nothing shall be placed on top of a fuel gas cylinder which may damage the safety device or interfere with the quick closing of the valve.

- Do not use fuel gas from cylinders without reducing the pressure through a suitable regulator attached to the cylinder valve or manifold.

- Before a regulator is removed from a cylinder valve, always close the cylinder valve and release the gas from the regulator. If a leak is discovered around the valve stem, **CLOSE** the valve and **TIGHTEN** the gland nut. If this does not stop the leak, do not use the cylinder. Properly tag and promptly remove it from the work area. If fuel gas should leak from the cylinder valve, rather than from the valve stem, and the gas cannot be shut off, properly tag and promptly remove the cylinder from the work area.

- If a leak should develop at a fuse plug or other safety device, remove the cylinder from the work area.

- Report any faulty or defective equipment to the supervisor.

REMINDER - WORK SAFELY WITH CYLINDER VALVES AND REGULATORS.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Oxy-Acetylene Torch Inspection

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Every year hundreds of people are injured or killed from fires and explosions in oxy-fuel systems. There are ways to avoid being a victim.

2. Check valves and flashback arrestors are installed on torches to prevent fire and explosion in welding/brazing equipment.

   A. Small cylindrical valves should be attached to each inlet of the torch. Hoses should be screwed into these valves instead of directly into the torch. Make sure these valves are in place.

   B. These valves are often combination check and anti-flashback devices and will be marked on the valve body.

   C. Sometimes these valves are also attached to regulator outlets. Check here as well.

<u>REMINDER:</u> BEFORE WELDING, TAKE TIME TO INSPECT THE EQUIPMENT YOU WILL BE USING TO BE SURE CHECK VALVES AND FLASHBACK ARRESTORS HAVE BEEN INSTALLED. THIS PRECAUTION CAN PREVENT A DEADLY CYLINDER EXPLOSION.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Oxy-Acetylene Torches

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Oxy-acetylene torches are generally safe, but every year hundreds of employees are injured or killed because of improper equipment use. Injuries and deaths have resulted from fires and explosions. What can you do?

   A. Control acetylene pressure at less than 15 pounds PSIG. Higher pressures cause acetylene fires and explosions.

   B. Make sure the oxygen cylinder is not low or empty to avoid burnback causing explosions in hoses, regulators or cylinders.

   C. Backfires occur with high oxygen pressure and low fuel pressure when the torch tip is too close to the work. Watch work practices.

   D. Backfires in the torch head can travel through hoses to cylinders and cause explosions.

-- MORE --

2. Steps to avoid problems

   A. Keep acetylene pressure below 15 pounds.

   B. Purge hoses before lighting.

   C. Never light the torch with a fuel oxygen mix. After purging lines, light the torch with only the fuel gas valve open.

   D. Check valves must be installed on both torch inlets.

   E. Flashback arrestors must be installed on the outlets of both regulators or on the torch inlets.

<u>REMINDER:</u> AVOID EXPLOSION AND FIRE. USE OXY-ACETYLENE TORCHES AND SYSTEMS PROPERLY.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Protective Clothing for Welding and Cutting

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. **Appropriate protective clothing should be worn AT ALL TIMES to guard against burns. Clothing should:**

   - provide sufficient coverage.
   - be of a material suitable to prevent skin burns caused by sparks and spatter.
   - be free of all oil or grease.

2. Follow these safety rules for wearing protective clothing:

   - Never wear synthetic fabrics. They melt and cause **SEVERE BURNS.** They also give very little protection against ultraviolet radiation.
   - Wear heavy woolen or cotton material instead of lighter clothing. Wool and cotton are less likely to ignite. Cottons should be chemically treated to reduce combustibility.
   - Never roll up your sleeves or cuff your pants.

-- MORE --

- Watch out for places in clothing where sparks may lodge and smolder.
    - Keep sleeves and collars buttoned and use clothing without pockets in the front.
    - Trousers should overlay shoe tops to prevent spatter from lodging in shoes.
- Never use frayed or torn clothing. It is more likely to ignite.
- Wear protective leather gloves that are flame resistant.
- Use aprons, leggings, caps and sleeves made of leather or other flame resistant materials.

<u>REMINDER</u> - COVER UP - PROTECT YOUR EYES AND SKIN.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Safe Practices for Arc Welding and Cutting

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Wear clothing that will protect your body from the rays of the arc and from hot metal sparks.

2. Wear safety gloves.

3. Wear shoes that extend above the ankles or spats, and trousers extending below the tops of shoes. Turn trouser cuffs up on the inside and sew them in place.

4. Ensure that enough ventilation is provided, or wear an airline respirator when welding in confined places.

5. Be sure your hood is in place before striking an arc, and at all times while welding. Wear hardened filter lens goggles under your hood or shield.

6. Keep welding screens in place to protect others from the rays of the arc. Warn them to avoid looking at the arc.

7. If persons working nearby are unprotected by the screen, advise them to wear protective goggles.

-- MORE --

8. Prior to beginning work, thoroughly inspect the area. Always keep a fire extinguisher on hand.

9. Use special cable with high quality insulation. Welding cable is subjected to severe abuse. Make frequent inspections and repair or replace defective cable **IMMEDIATELY.**

10. Put rod stubs in a container.

11. If a gasoline-powered welding generator is used in a confined area, vent the engine exhaust to the outside.

12. Use fully insulated electrode holders (stingers). Do not dip hot electrode holders in water for cooling purposes.

13. Before welding on any drum or container which has contained gasoline or other flammable liquids, make sure that proper cleaning methods have been used prior to the welding operation.

14. When electrode holders are to be left unattended, remove the electrodes and place or protect the holders so that they cannot make electrical contact with employees or conducting objects.

15. When the arc welder or cutter leaves the work area, stops work, or when the arc welding or cutting machine is to be moved, disconnect the power supply to the equipment.

16. Never use faulty or defective equipment and check with your supervisor for correct procedures.

<u>REMINDER</u> - RADIATION CAN CAUSE SEVERE EYE DAMAGE AND CAN BURN THE SKIN.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Welding and Cutting Safety

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Adequate ventilation, natural or mechanical, must be provided for all welding, cutting, brazing and related operations. This is to ensure that **AIRBORNE CONTAMINANTS** released from the operations are maintained below levels that could be harmful to the welder and others.

2. **Follow these safety rules during welding, brazing, or cutting operations:**

   - Avoid the FUME PLUME. The fume plume is the clearly visible column of fume in the breathing area.

   - Position yourself so that you are not directly over your work.

   - Use forced ventilation to direct the Fume Plume away from your breathing area. The ventilation is most effective when the air flow is directed **ACROSS YOUR FACE.**

   - **NEVER ALLOW THE AIR TO BLOW TOWARD YOUR FACE.**

-- MORE --

3. **If you are welding in an open space of more than 10,000 square feet, or if the ceiling height is more than 16 feet, natural ventilation should be adequate.**

   - In confined spaces where ventilation is not sufficient, mechanical ventilation is to be provided.

   - Where local exhaust ventilation is used to remove contaminants, be sure that the exhaust does not go into other work areas. If adequate ventilation cannot be provided, use approved **RESPIRATORY EQUIPMENT** to protect welding personnel from hazardous concentrations of airborne contaminants.

REMINDER - PROTECT YOURSELF AND OTHERS FROM THE AIRBORNE CONTAMINANTS FROM WELDING, BRAZING, AND CUTTING OPERATIONS.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Welding and Cutting

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Ultraviolet light from an electric welder's arc is **MORE DANGEROUS THAN DIRECT SUNLIGHT.** For this reason, you need eye and face protection when you work near the welder.

2. **Follow these safety rules for proper eye and face protection:**

    - Never look at an electric arc, even from a distance, without proper eye protection. Just a moment's glance can cause retina bum.

    - Use welding helmets with proper filter plates for protection against arc rays, weld flash and splatter.

    - Wear safety glasses with side shields or other appropriate eye protection to guard against slag chips, grinding wheel bristles and similar hazards which can bounce or ricochet.

        - Safety glasses or goggles can have clear or colored lenses depending on the amount of radiation exposure.

-- MORE --

- Glasses or goggles with minimum shade number 2 should be used for general purpose protection around welding and cutting operations.

- Never use your welding helmet as a hard hat. **IT WILL NOT PROTECT YOU** against severe impact.

- Have your supervisor check the adequacy of your helmet, filter plate, and glasses or goggles against **ESTABLISHED SAFETY STANDARDS.**

  - As a rule of thumb, always start with a filter shade that is too dark to see the weld zone, then go to a lighter shade but not below the minimum recommended protective shade.

  - If in doubt, use shade number 14.

<u>REMINDER</u> - WELDING ARCS ARE BRIGHT WITH RADIATION STRONGER THAN THE SUN. RADIATION CAN CAUSE SEVERE EYE DAMAGE

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Confined Space Entry

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. **THE DANGER IN CONFINED SPACES IS WHAT YOU CAN'T SEE, HEAR, SMELL OR FEEL.**

2. A confined space has little or no ventilation, and the means of entry or exit is limited. A few common examples of confined spaces are storage tanks, process vessels, bins, silos, shipholds, boilers, ducts, pipelines, tunnels, shafts, utility vaults, sewers, manholes, sewage digester tanks, pump rooms or structures, and an open top pit over four feet deep.

3. Some dangers of confined spaces are caused by lack of oxygen or the presence of an odorless gas, explosive or flammable conditions, toxic dusts, vapors, gases, drowning, or suffocation caused by unexpected equipment activation.

4. **CONFINED SPACE ENTRY IS NOT FOR AMATEURS.**

    - Never enter a confined space until your supervisor gives approval.

-- MORE --

- Before entry, the atmosphere must be tested by a competent person, using the required and properly-calibrated testing instruments.

- Those who enter should be thoroughly trained to understand immediate dangers and to recognize potential hazards. In addition, they must be totally familiar with personal protective equipment requirements.

- When employees are inside a confined space, a standby person who has been fully trained in rescue procedures should remain outside, keeping in constant contact with those inside.

<u>REMINDER</u> - CONFINED SPACE ENTRY REQUIREMENTS MAY VARY. TAKE THE TIME TO KNOW AND FOLLOW ALL REQUIRED PROCEDURES.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Confined Space Hazards

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. **Inspection tasks, maintenance work, remodeling, or new construction activities may lead you into a confined space. It may be a CONFINED SPACE if it meets the following:**

- If the area is not designed for continuous employee occupancy.

- If the area is large enough and so configured that an enployee can bodily enter and perform work.

- If the area has limited or difficult means for entry or exit.

2. A few common examples of confined space areas are storage tanks, process vessels, bins, silos, shipholds, boilers, ducts, pipelines, tunnels, shafts, utility vaults, sewers, manholes, sewage digester tanks, pump rooms or structures, and an open top pit over four feet deep.

3. **Some dangers in a confined space include:**

   - Lack of oxygen.

-- MORE --

- Presence of toxic dusts, vapors, or gases.
- Possibility of flammable or explosive atmospheres.
- Danger of equipment activation that could drown, suffocate, or otherwise injure or kill anyone within the confined space.

4. **Follow these safety rules when working around a confined space:**

- Never enter a confined space until your supervisor gives approval.
- Before entering a confined space, know the hazards involved, the precautions to take, and the use of all protective and emergency equipment required.
- **NEVER TRUST YOUR SENSES** - they cannot detect odorless gases or lack of oxygen.
- Always consider a confined space dangerous until it has been tested by a competent person using the required, properly-calibrated testing instruments.
- When anyone is inside a confined space, a standby person who has been fully trained in rescue procedures should remain outside, keeping in constant contact with persons inside.

REMINDER - CONFINED SPACES PRESENT UNIQUE CONDITIONS THAT CAN BECOME LIFE-THREATENING!

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Confined Spaces

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK-

TOOL BOX SAFETY TALK

1. **CONFINED SPACES PRESENT UNIQUE CONDITIONS THAT CAN BECOME HAZARDOUS.** Confined spaces include tanks, sewer pits, underground chambers, mine shafts, manholes, some excavations, and any other area with limited access and limited atmospheric ventilation.

2. **POTENTIAL HAZARDS** in confined spaces include fire, explosions, exposure to toxic materials, poisonous gases, and asphyxiation through lack of oxygen.

3. **NEVER ENTER A CONFINED SPACE UNTIL YOUR SUPERVISOR GIVES APPROVAL. DO NOT RE-ENTER THE SAME CONFINED SPACE BEFORE CHECKING FOR HAZARDOUS CONDITIONS.**

4. **Here are some safety procedures that must be used before anyone enters a confined space:**

   - Accomplish as much work as practical outside the confined space.

-- MORE --

- Open all access doors to the confined space. Power-ventilate the space.

- Pipelines should be valved-off, tagged and capped before workers enter a vessel or other confined space.

- For confined spaces with power-driven internal equipment, the power source must be disconnected, tagged and locked out **BEFORE ENTRY.**

- Test for gases before starting and throughout work inside a confined space.

- Be sure that sufficient ventilation is provided when anyone is working inside a vessel or other confined space. **BURNING OR WELDING OPERATIONS REQUIRE AN ADDITIONAL EXHAUST SYSTEM.**

- Be sure that adequate access to the work area is provided for jobs being performed inside a confined space.

- While work is being performed within a confined space, at least one designated person must be on full-time watch outside the confined space. **THIS PERSON MUST NOT ENTER THE CONFINED SPACE.**

- If the atmosphere in the confined space is hazardous, wear an approved respirator.

- When warranted, use explosion-proof equipment.

- When required, wear a harness with a lifeline and have standby personnel available when anyone is working in an area where entry by rescue personnel may be hazardous.

- Before re-entering a space, check conditions again and follow all safety procedures.

<u>REMINDER</u> - CONFINED SPACES PRESENT UNIQUE CONDITIONS THAT CAN BECOME LIFE-THREATENING!

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Permitted Confined Space

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. What is a "Permit Required Confined Space"?

   - It contains or has a potential to contain a hazardous atmosphere.
   - It contains material which can engulf someone entering it.
   - It has a configuration where someone could be trapped or asphyxiated by inwardly converging walls.
   - It has a floor which slopes downward or tapers.
   - Or it contains other recognized safety issues.

2. What does the permit do?

   - It defines the hazards.
   - It establishes the controls which must be in place before entering.

-- MORE --

- It identifies rescue procedures.
- It establishes safety equipment required to perform work.
- It identifies initial testing and continued monitoring required for work in the confined space.

REMINDER: PERMIT REQUIRED CONFINED SPACES ARE SERIOUS HAZARDS. COMPLY WITH ALL PERMIT REQUIREMENTS WHEN ENTERING AND WORKING IN SUCH SPACES.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Masonry Construction Safety

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. New changes in the OSHA masonry standard require that a **LIMITED ACCESS ZONE (LAZ)** be established prior to the construction of any masonry wall. This change EFFECTS EVERYONE on the project through added safety requirements, work accessibility, and project scheduling.

2. The LAZ must be located on the non-scaffold side of the wall, occupying the entire area for the full length of the wall, and extend outward a distance equal to the height of the wall to be constructed, plus an extra four feet. **ONLY EMPLOYEES WHO ARE DIRECTLY WORKING ON THE MASONRY WALL ARE ALLOWED TO ENTER THIS RESTRICTED ZONE. NO OTHER EMPLOYEES SHALL BE PERMITTED TO ENTER THIS AREA.**

3. **All walls that are not adequately supported to prevent their overturn or collapse MUST BE TEMPORARILY BRACED.**

    - Both the temporary bracing and the LAZ MUST **BE MAINTAINED** until such time that permanent structural members provide the necessary wall support.

    - Without adequate bracing, it doesn't take much wind to break the bond on a lower course.

-- MORE --

4. Before anchoring any scaffolding to masonry walls, make sure the walls are designed to accept this additional load.

<u>REMINDER</u> - USE GOOD JUDGMENT. AVOID WORKING ON SCAFFOLDING DURING PERIODS OF HIGH WIND, LIGHTNING, OR WHEN SLIPPERY CONDITIONS EXIST.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Masonry Construction

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. Accidents associated with masonry construction can be caused by material handling, power equipment, scaffolding, housekeeping, personal protection, and weather conditions.

2. **Follow these safety rules for preventing accidents with masonry materials:**

   - Masonry materials are heavy. Stockpile materials on level ground to prevent tip-over.

   - Do not overload building floors. Spread out the load.

   - During transportation, steel banding can become stressed as materials shift, be alert for unexpected band breakage and allow room for band whip when cutting the banding.

   - When handling materials with power equipment, watch for overhead electrical wires.

   - Never ride on or get under any suspended load.

-- MORE --

- When handling material with forklifts, be alert for uneven ground conditions, especially when loads are in the air.

- Masonry scaffolding must be capable of supporting the heavy weights of materials **PLUS** the load of crews. **NEVER** build scaffolding on bricks, blocks or pallets.

- **SCAFFOLD BUILDING IS A SERIOUS BUSINESS - IT MUST BE INSTALLED IN ACCORDANCE WITH FEDERAL, STATE AND LOCAL STANDARDS.**

- Use **SCAFFOLD GRADE** planking and maintain guard rails and toe boards as required.

- Masonry construction requires daily housekeeping to prevent tripping over scrap materials and fires from empty bags, cardboard, pallets, etc. Keeping scaffold platforms clean is extremely important in preventing upper level falls.

- Protect your eyes, hands, feet, and respiratory system.

    - Eye protection is a **MUST** when sawing, chipping, or chiseling masonry materials.

    - Keep saw and mortar dust **OUTSIDE YOUR BODY** by wearing a respirator.

    - Protect your hands with sturdy gloves; protect your feet with appropriate footwear.

- Masonry walls must be sufficiently braced to prevent blow over from unexpected winds.

    - Stay clear of scaffolding during storms and high winds.

    - Stay clear of the Limited Access Zone (LAZ) established for each wall.

<u>REMINDER</u> - FOLLOW SAFETY RULES TO PREVENT ACCIDENTS WITH MASONRY MATERIALS.

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Safety and Masonry Construction

INTRODUCTION

1. Review any accidents or "near accidents" from the past week.

2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.

3. Give the TOOL BOX SAFETY TALK.

TOOL BOX SAFETY TALK

1. **WALL WEIGHT AND HEIGHT** are factors that should be considered to prevent masonry accidents.

2. **FALLS are often the result of poor housekeeping, inadequate scaffolding, misused ladders, and no guard rails.**

   - Clean up all scrap material, tools, and equipment daily.

   - Masonry scaffolding must be designed to handle the dead load of the materials plus the load of the crew and erected in strict accordance with the engineers' or manufacturer's instructions.

   - Never use a defective ladder.

   - Always keep both hands free for climbing, and avoid over-reach to the side.

   - Always secure ladders at both top and bottom.

3. **MATERIAL HANDLING injuries frequently occur from overlifting and unstable material piles.**

-- MORE --

- Get a good grip on the object to be lifted, then **LIFT WITH YOUR LEGS.**
- When holding a load, be careful to avoid over-reach and twisting.
- For heavy objects, **GET HELP.**
- **NEVER** stack bricks higher than **SEVEN FEET.**
- Once a loose stack brick pile reaches four feet, the pile should be tapered back two inches for each additional foot of height.
- Masonry block stacks are to be tapered by one-half block per tier after reaching the six foot level.

4. **COLLAPSING OR TOPPLING WALLS** - Due to the large number of masonry walls toppled by wind, equipment bump, etc., OSHA has issued a Standard which requires that a **LIMITED ACCESS ZONE (LAZ)** be established prior to the start of construction for the full length of the wall and extend out the distance of the finished height of the wall plus four feet. The LAZ remains in place, on the non-scaffold side only, until the wall is adequately supported. In addition, all masonry walls over eight feet in height must be adequately braced, and the LAZ must be left in place until permanent structural supports are in place.

REMINDER

- **BE ALERT FOR OVERHEAD ELECTRICAL WIRING WHEN USING CRANES, FORKLIFTS, AERIAL LIFT PLATFORMS, LADDERS AND SCAFFOLDING.**
- **DO NOT REMAIN ON SCAFFOLDING DURING PERIODS OF LIGHTNING.**

AGC Tool Box Safety Talk

Associated General Contractors of America Safety and Health Services

Company: _____ **Project:** _____

Super/Foreman: _____ **Date:** _____

Topic:

Upcoming Jobsite Activities Discussed

Material Safety Data Sheet(s) Reviewed
Other Items Discussed

Attendance:

1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.