

Tool Box Safety Meetings

Toolbox safety meetings are intended to help workers recognize and control hazards that may be found on construction sites. Safety talks advise workers of existing or potential dangers to their health and safety. Regularly held toolbox meetings are a method used to reinforce the message that company health and safety issues are important to both the employers and the workers. Although safety meetings do not replace proper training, the topics presented may be the only on the job training some new workers receive about a particular safety procedure. The presenter should take whatever steps necessary to ensure that the workers understand and use safe work practices while working. The safety topics presented reminds experienced workers that health and safety forms a regular part of the work process and that fellow workers learn from their example, good or bad.

Toolbox meetings are held on company time and at regular intervals. It is recommended that toolbox meetings shall be held a minimum of once a month. A good time to hold meetings is just before lunch or quitting time when roofing activity is coming to an end. Safety meetings will typically take approximately ten (10) minutes to present but should not last longer than twenty (20) minutes. Toolbox meetings should be held in a quite sheltered place. When weather does not permit holding meetings out of doors, the job shack, a site trailer or company office may be an alternate meeting location. The foreman may typically provide the toolbox meeting although a safety committee representative or management staff member may present the talk. Choose topics that relate to the job site conditions and the type of tasks being performed. Do not present topics that are not relevant to the work just for the sake of expedience.

Introduce your topics clearly and let the workers know why it is important to them. Encourage discussion and keep the discussion focused on the topic. If demonstrating the operation of a tool or piece of equipment, have it present and use it to demonstrate its safety features or the issues pertaining to its safe operation. Present the information in your own words following the topic guideline provided. Highlight hazards and discuss potential consequences should the hazard not be properly controlled. Asking workers questions about the topic will help them understand and retain the information being presented. Respond to questions to the best of your ability, if you are unsure or unable to provide an answer, note it, get more information and bring the correct answer back to the group as soon as practical. Before adjourning the meeting ask workers to demonstrate what they have learned from the safety talk.

Keep a record of each topic presented for your safety program files, as they will be required for the annual safety program audit. A standardized company record form should be provided and used for this purpose. The toolbox meeting record form must include the meeting date, the topic and a space for the names and signatures of the attendees. The completed form shall be submitted to the company office and kept on file.