



HBACA Builder Safety Committee

Toolbox Talks

January 2023

Initiative & Stand Down Kit

The HBACA is excited to announce that January is Toolbox Talks Awareness Month. All builders and trade partners are asked to join us in our Valley wide Safety Stand Down the week of January 16, 2023. In addition, feel free to break out the training topics throughout the month.

Distribution Network

HBACA members field employees and at the discretion of each builder and their trade partners. Builders are encouraged to distribute these accordingly and organize brief safety meetings/discussion sessions throughout their communities.

Elements of the Kit:

Tool Box Talk #1 – **Toolbox Talks Overview**

Tool Box Talk #2 – **Tailgate Meetings**

Tool Box Talk #3 – **Why Do We Have Safety Tailgate Meetings**



Home Builders Association of Central Arizona

Learn more at www.hbaca.org

TOOLBOX TALKS

These short, informal group discussions are meant to focus on safety issues that are relevant to the work that the employees will perform as well as help foster an overall culture of safety.

They should be used to share information at the beginning of a shift or workday. Discussions and topics chosen should create awareness of concerns regarding potential injuries and what each worker should do to work in a safe manner.

The talks can review and emphasize safety training that has already occurred, discuss a job hazard analysis before work starts or check that everyone has their safety equipment required and it is in good working condition.

Video example: [Safety Basics - NAHB](#)

There are multiple locations where information is available that can assist in preparing the toolbox talks. Below are just a few:

SAFETY & HEALTH TOPICS

[Alphabetical Listing of Topics | Occupational Safety and Health Administration \(osha.gov\)](#)

WEB BASED TRAINING TOOLS

[eTools, eMatrix, Expert Advisors and v-Tools | Occupational Safety and Health Administration \(osha.gov\)](#)

ENGLISH & SPANISH VIDEOS TOOLBOX TALKS

[Video Toolbox Talks - NAHB](#)

FREE TOOLBOX TOPICS

[English Spanish Safety Topics \(toolboxtopics.com\)](#)

Toolbox Talks / Tailgate Meetings



Why Do We Have Tailgate/Toolbox Safety Meetings?

- 1. To avoid complacency**

A lot of the tasks done daily are repetitive and it's easy to forget how dangerous these tasks can be.

- 2. To prevent accidents**

These short safety meetings are supplemental to the safety training you should have already received and are frequent reminders of what you've learned.

- 3. To share and discuss information about prior accidents & injuries and planning.**

If there is an accident on the job, everybody hears about it. This a chance to discuss it and what can be done to prevent it from happening again. Also, this is an opportunity to plan around any risks that are present at the job and discuss these with the team before work begins.

What to Talk About?

Work practices, machinery, tools, equipment, materials, attitudes, and anything else that may cause or contribute to a work-related accident or illness.

Keep the topic relevant to the job or tasks that workers perform.

Address existing job site problems by drawing on workers' real-life experiences.

Review and discuss:

- OSHA Log 300 records.
- Findings from safety inspections and accident and near miss investigations, including corrective actions taken.

Supervisors or foremen should remind all employees – especially newer ones – of the dangers of working with specific kinds of machinery, tools, equipment, and materials.

You should also carefully observe your workplace and employees' work activities for potential safety hazards.

For example, if you notice that spills are not being cleaned up promptly, discuss housekeeping policies. If an accident or near-accident occurred at your job site, share the details and corrective actions.

Try to answer the following questions at the meeting:

- What happened?
- Where did it happen?
- How can it be prevented from happening again

Encourage employees' input. They often know where the hazards are and can suggest corrective actions.


Safety Topic Resources-OSHA

Occupational Safety and Health Administration [CONTACT US](#) [FAQ](#) [A TO Z INDEX](#) [ENGLISH](#) [ESPAÑOL](#)

[OSHA](#) [STANDARDS](#) [ENFORCEMENT](#) [TOPICS](#) [HELP AND RESOURCES](#) [NEWS](#)

[Construction Industry](#) / [Construction Focus Four Training](#)

Focus Four Hazards



Start Here:
[Introduction to the Construction Focus Four Outreach Training Packet \[PDF\]](#)

Outreach Training Program

[Construction](#) [General Industry](#) [Maritime](#) [Disaster Site](#)


Construction Focus Four Training

The Construction Focus Four Training consists of lesson plans on each of the Focus Four Hazards. Each lesson plan was developed based on specific learning objectives. Trainers must use these learning objectives when planning the training, and follow the participatory training model when conducting the training. This includes applying effective training techniques. Trainers may utilize the tests provided to measure each student's knowledge of the learning objectives. Please note that testing is not required and must not be counted toward the required student contact hours.


Quick Links


- [OSHA's Fall Prevention Campaign](#)
- [Focus Four Objectives \[PDF\]](#)
- [Frequently Asked Questions \(FAQs\)](#)


In Focus




[Construction Safety: Choice or Chance Video](#)

Falls


Caught-In or -Between


Struck-By


Electrocutation


Federal OSHA provides information that you can use from their website. It has material that can be printed or ordered and links to other industry websites.

This is just one of their programs that could assist you.

[Construction Focus Four Training | Occupational Safety and Health Administration \(osha.gov\)](https://www.osha-slc.gov/training/industry/construction-focus-four-training)

OSHA QUICK CARD™

Top Four Construction Hazards

The top four causes of construction fatalities are: Falls, Struck-By, Caught-In/Between and Electrocutions.

Prevent Falls

- Wear and use personal fall arrest equipment.
- Install and maintain perimeter protection.
- Cover and secure floor openings and label floor opening covers.
- Use ladders and scaffolds safely.



Prevent Struck-By

- Never position yourself between moving and fixed objects.
- Wear high-visibility clothes near equipment/vehicles.



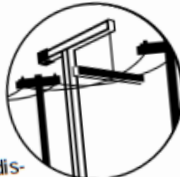
Prevent Caught-In/Between

- Never enter an unprotected trench or excavation 5 feet or deeper without an adequate protective system in place; some trenches under 5 feet deep may also need such a system.
- Make sure the trench or excavation is protected either by sloping, shoring, benching or trench shield systems.



Prevent Electrocutions

- Locate and identify utilities before starting work.
- Look for overhead power lines when operating any equipment.
- Maintain a safe distance away from power lines; learn the safe distance requirements.
- Do not operate portable electric tools unless they are grounded or double insulated.
- Use ground-fault circuit interrupters for protection.
- Be alert to electrical hazards when working with ladders, scaffolds or other platforms.



For more complete information:

OSHA Occupational Safety and Health Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA

OSHA 3216-0606

OSHA® DATOS RÁPIDOS

Los Cuatros Riesgos Principales de la Construcción

Las cuatro causas más comunes de fatalidades en la construcción son: caídas, golpes, quedar atrapado/ pillado y electrocución.

Prevenga caídas

- Póngase y use el equipo personal de detención de caídas.
- Instale y mantenga una protección de perímetro.
- Póngale cubiertas a las aberturas en los pisos. Asegure y rotule todas las cubiertas.
- Use las escaleras y andamios de manera segura.



Prevenga golpes

- Nunca se coloque entre un objeto fijo y uno en movimiento.
- Use ropa de alta visibilidad cerca de equipos y vehículos.



Prevenga quedar atrapado o pillado

- Nunca entre a una zanja o excavación de 5 pies o más sin un sistema de protección adecuado en el lugar; algunas zanjas con menos de 5 pies de profundidad podrían también necesitar tal sistema.
- Asegúrese que la zanja o excavación esté protegida por un sistema de pendientes, apuntalamientos, bancos o cajas de zanja.



Prevenga electrocuciones

- Localice e identifique los servicios públicos antes de comenzar el trabajo.
- Esté atento a líneas eléctricas aéreas cuando esté operando cualquier equipo.
- Mantenga una distancia segura lejos de las líneas eléctricas; aprenda los requerimientos de distancia seguros.
- No opere herramientas eléctricas portátiles a menos que estén conectadas a tierra o sean de tipo doble aislamiento.
- Para protección, use un interruptor de circuito con pérdida a tierra.
- Esté alerta a riesgos eléctricos cuando trabaje con escaleras, andamios u otras plataformas.



Para información más completa:

OSHA Administración de Seguridad y Salud Ocupacional
Departamento del Trabajo de EE.UU.
www.osha.gov (800) 321-OSHA

OSHA has Quick Card Topics

available in English & Spanish on their website that you can order and use as Handouts to help with your safety meetings

[OSHA Publications By Type | Occupational Safety and Health Administration](#)

Safety Topic Resources-Videos

The screenshot shows the NAHB website's search results for 'Safety Talks'. The NAHB logo is in the top left. A search bar at the top contains 'Safety Talks' and a 'SEARCH' button. Below the search bar, there are navigation tabs: 'All Content', 'News', 'Economics', 'Education and Events', 'Directories', and 'BuilderBooks'. A filter sidebar on the left shows 'Content Type' with 'NAHB.org' (41) and 'NAHBNow Blog' (40), and 'Topics' with 'Safety' (81) selected. The main content area shows 'Selected Filters: Topics: Safety X' and 'Clear All Filters'. Below this, it says 'Results 1-10 of 81 for Safety Talks' and 'Sort By: RELEVANCY DATE LAST NAME'. The first result is 'Video Toolbox Talks, Safety' with the title 'Safety Basics'. The second result is 'Safety, Video Toolbox Talks' with the title 'Housekeeping and Fire Safety' and a snippet: 'Good housekeeping is not only about keeping a clean jobsite; it lays the foundation for accident and fire'.

The National Association of Home Builders - (NAHB) have produced short safety videos for viewing in English & Spanish. These are great tools for conducting reviews of the topics with your team.

[www.nahb.org/search#q=Safety%20Talks&t=coveo79b6ec88&sort=relevancy&f:topics=\[Video%20Toolbox%20Talks\]](http://www.nahb.org/search#q=Safety%20Talks&t=coveo79b6ec88&sort=relevancy&f:topics=[Video%20Toolbox%20Talks])

Safety Topic Resources-Manufactures

LADDERS AND CLIMBING EQUIPMENT



STEP 1: SAFETY VIDEOS

Watch these videos to learn how to use our climbing products safely.

[View Collection](#)



STEP 2: LADDER CORE

This course will introduce you to Werner climbing products and the basics of choosing the right ladder for the job.

[Earn Your Certificate](#)



ADDITIONAL: LADDER SAFETY GUIDE

Learn about the different type of ladders Werner has to offer and how to work safely with them.

[View Now](#)

FALL PROTECTION



STEP 1: SAFETY VIDEOS



STEP 2: FALL PROTECTION CORE

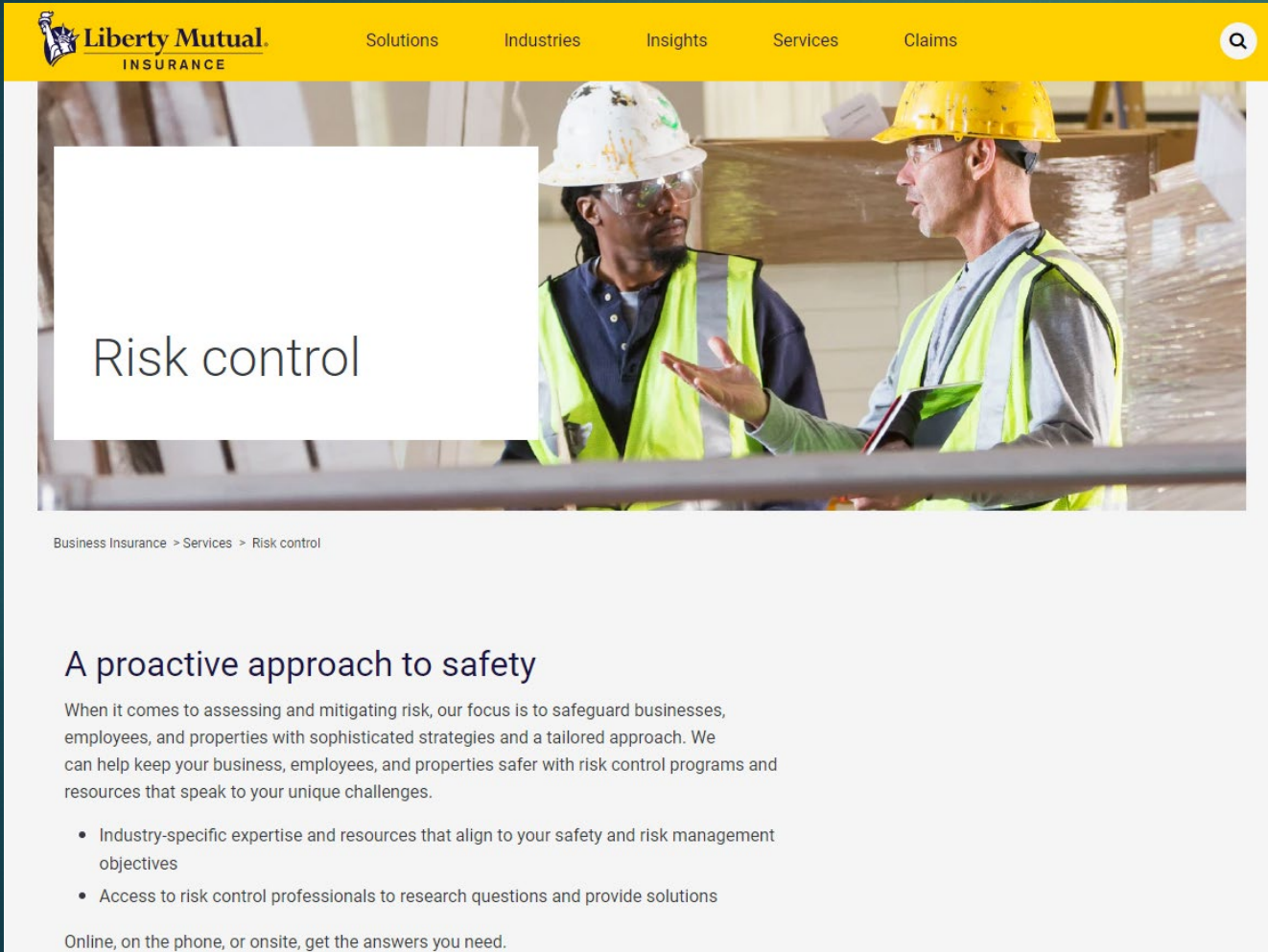


ADDITIONAL: FALL PROTECTION SAFETY

Some manufactures websites provide information on their products and may include video training that you can use as well as written information to share with your employees

[Online Safety Training | Werner US \(wernerco.com\)](#)

Safety Topic Resources-Insurance Co.



The screenshot shows the Liberty Mutual Insurance website. The top navigation bar is yellow and contains the Liberty Mutual logo, the word "INSURANCE", and links for Solutions, Industries, Insights, Services, and Claims. A search icon is on the right. Below the navigation bar is a large image of two construction workers in hard hats and safety vests talking. A white box on the left side of the image contains the text "Risk control". Below the image is a breadcrumb trail: "Business Insurance > Services > Risk control". The main content area has a heading "A proactive approach to safety" followed by a paragraph and a bulleted list of two items. At the bottom, there is a line of text: "Online, on the phone, or onsite, get the answers you need."

Liberty Mutual
INSURANCE

Solutions Industries Insights Services Claims

Risk control

Business Insurance > Services > Risk control

A proactive approach to safety

When it comes to assessing and mitigating risk, our focus is to safeguard businesses, employees, and properties with sophisticated strategies and a tailored approach. We can help keep your business, employees, and properties safer with risk control programs and resources that speak to your unique challenges.

- Industry-specific expertise and resources that align to your safety and risk management objectives
- Access to risk control professionals to research questions and provide solutions

Online, on the phone, or onsite, get the answers you need.

Check with your companies Workers Compensation Insurance Carrier

They may provide material and support to assist you in getting the right information to the employees.

Tips on How to Run an Effective Tailgate/Toolbox Safety Meeting

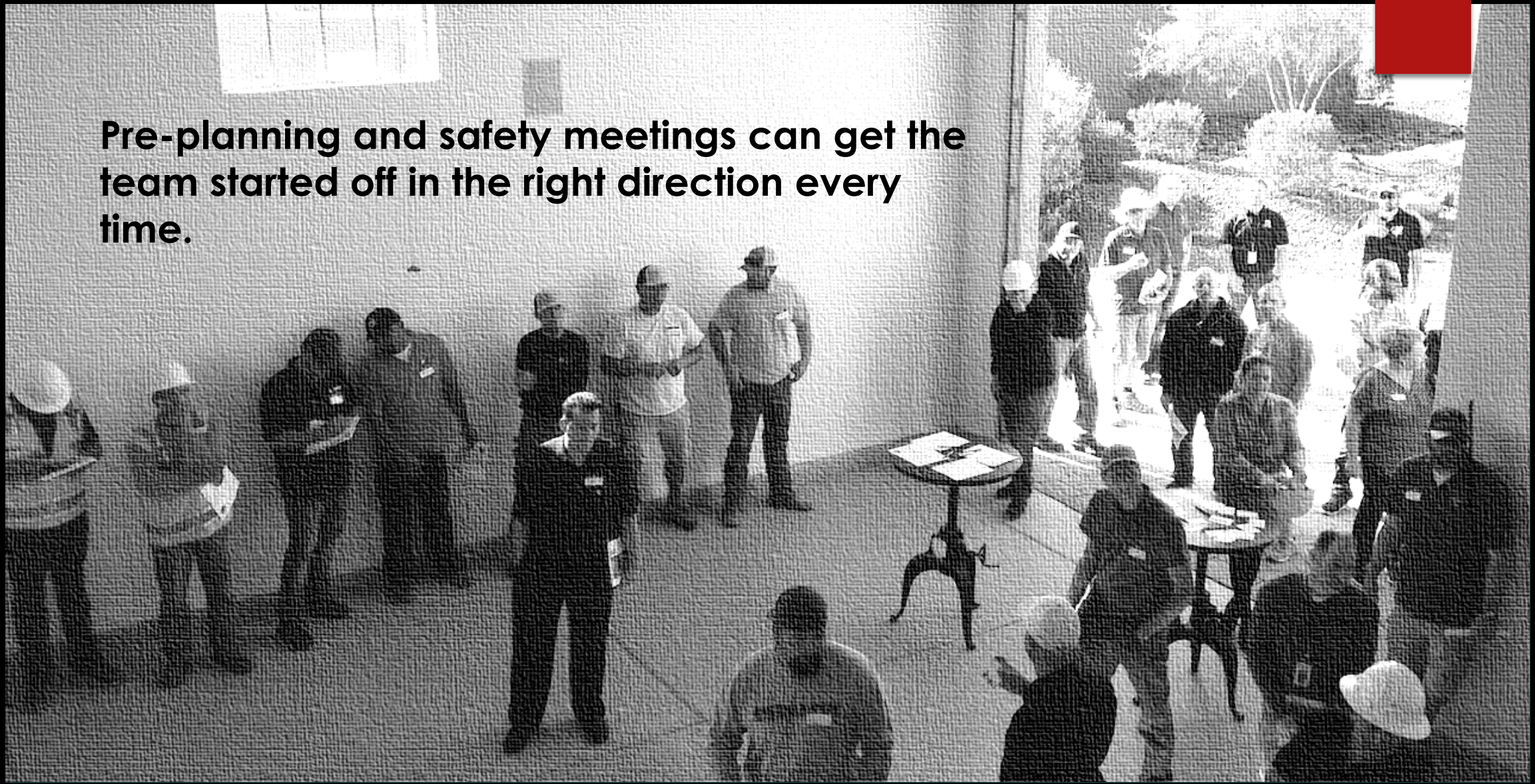
1. Hold the meeting at the job site, preferably where everyone can sit and relax.
2. Hold meetings at the start of a shift or after a break.
3. Before the meeting, research the topic using materials such as:
 - the manufacturer's operations manual for machinery
 - safety data sheets (SDS) for toxic substances.
 - your insurance carrier and OSHA Tailgate/Toolbox Topics are other valuable sources of information.
4. Choose topics that directly relate to employees' projects and job tasks and be prepared to:
 - Explain why the topic is timely and important.
 - Familiarize yourself with the topic before discussing it.
 - Know your company procedures
 - Make a short list of key points to cover.
 - Include relevant OSHA regulations and best practices.
 - Have enough copies if written material will be distributed.
5. Keep the topic specific.

Tips on How to Run an Effective Tailgate/Toolbox Safety Meeting

6. **Make it practical. Demonstrate:**
 - Safe work practices.
 - Proper use of tools and equipment.
7. **Ask questions about work practices to encourage discussion and input.**
8. **Talk about personal experiences or have a worker tell a story about a near miss or injury.**
9. **Keep the meeting short – usually 10 to 15 minutes**
10. **After the meeting, consider the following:**
 - Did the topic fit the job site?
 - Did the crew participate?
 - Did someone demonstrate safety equipment or safety practices?
11. **Afterwards, evaluate the impact of the tailgate meeting. Are employees now able to recognize and correct hazards? Ask questions, walk the job site, and observe.**
12. **Document/record the meeting topic, date, attendees, and any actions taken.**

**Information for these documents were collected from the California Department of Industrial Relations
Division of Occupational Safety and Health Publications Unit*

Pre-planning and safety meetings can get the team started off in the right direction every time.



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