



HBACA Builder Safety Committee

Toolbox Talks

January 2024

Initiative & Stand Down Kit

The HBACA is excited to announce that January is Tollbox Talks Awareness Month. All builders and trade partners are asked to join us in our Valley wide Safety Stand Down the week of January 15, 2024. 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**



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 \(toolboxtopics.com\)](#)

SAFETY TAIL GATE MEETINGS

INFORMAL GROUP SAFETY DISCUSSIONS

WHY SAFETY TAIL GATE MEETINGS ARE IMPORTANT

- According to the U.S. Bureau of Labor Statistics

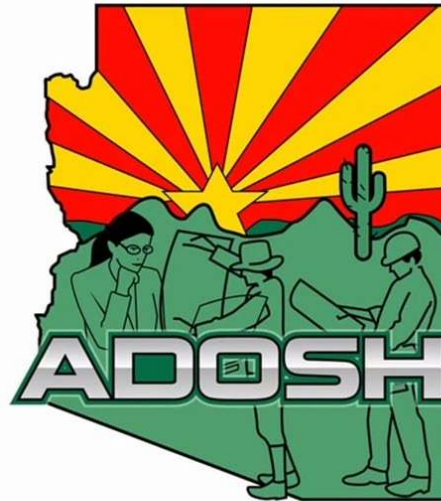
5,486 workers died on the job in 2022

2,800,000 workers sustained a reportable injury at work in the same year

IS HUMAN ERROR TO BLAME FOR UP TO 90% OF WORKPLACE ACCIDENTS?

Top Ten Construction Hazards

- 1. Hazard Communication
- 2. Fall Protection
- 3. PPE
- 4. Fall Protection Training
- 5. Electrical Hazards
- 6. Training
- 7. Scaffold
- 8. Ladders
- 9. Excavation and Trenching
- 10. Forklift – Rough Terrain



Protection of life, health, safety and welfare of Arizona's most valuable assets.



SOME COMMON CAUSES OF HUMAN ERROR

- Fatigue
- Distraction
- Boredom from repetitive tasks
- Insufficient or no safety training on the work task
- Poor working environments
- Equipment not being checked or maintained

OPPORTUNITIES TO REMIND, REVIEW, DISCUSS AND CHECK EQUIPMENT



HOW LONG DOES IT TAKE TO DISCUSS RESTRICTED AREAS OR TO CHECK YOUR SAFETY GEAR?



INFORMAL GROUP DISCUSSIONS

- Alerting team members to hazards associated with the daily task ahead
- Checking tools and equipment before they're put into use
- Opportunity for all team members to raise concerns or ask questions'
- A time to brainstorm possible safe solutions to challenges encountered
- Keep the discussions short (10-15 minutes)
- Make it a habit that they are done regularly to avoid complacency or to discuss a new challenge
- Take advantage of the knowledge and experience of team members who have done the job before
- Strongly encourage questions and input

SOME RESOURCES

- <https://www.cdc.gov/niosh/construction/toolboxtalks/default.html>
- https://www.osha.gov/sites/default/files/SHP_Better-Safety-Conversations.pdf
- <https://www.hbaca.org/safety/>
- <https://www.nahb.org/advocacy/industry-issues/safety-and-health/safety-365/video-toolbox-talks#sort=%40created%20descending>
- https://www.toolboxtopics.com/menu_constuction.html
- <https://www.osha.gov/publications/bytype/quickcards>

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.

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.**
- 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*