

**TOOL BOX TALKS:  
A YEAR'S WORTH OF WEEKLY SAFETY MEETING SUBJECTS**

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## **TOOL BOX TALKS**

### **Introduction: Why This Project?**

#### **WHY TRAINING?**

An insightful contractor commented that if everyone used their common sense, we wouldn't have injuries or accidents on or off the job. Workers need to be trained in the recognition and avoidance of unsafe conditions as part of company profitability and professional development. Using common sense is only part of the solution in preventing injuries or accidents.

#### **Safety Committee**

There is a Safety Committee factor involved in training. Employers in the construction trades are required to have a Safety Committee. A purpose of a Safety Committee is to identify hazards in the workplace (generally through quarterly inspections) and "make recommendations to the employer regarding corrections of the hazards." A second purpose is to "establish procedures for investigating all safety-related incidents..." Topics in this document are intended to help in having a viable Safety Committee by providing a quick reference guide to build on to accomplish both these important tasks.

#### **SELECTING TOPIC'S**

Use common sense in selecting a topic. You wouldn't want to present "Dressing For Winter Work" at the start of summer. "Heat Exhaustion/Sunstroke" is more appropriate to the season. Failure on your part to select an appropriate topic to present will result in uninterested workers, a waste of everyone's time and a loss of credibility on the part of company management.

Observe job-safety techniques. Focus on what is important (and mandatory). Listen to and follow up on company Safety Committee and employee recommendations. Identify what poor work practices are causing injuries or accidents on the job. Plan for and schedule out for a month so you have time to research and possibly modify your company policy.

#### **INSTRUCTION GUIDE**

Each of the "tool box talks" has an introductory statement, a guide for discussion, and space for additional discussion notes. Some have some reminders for the instructor on subjects to research and discuss; others require knowing company policy. We recommend employees signing the page; the company then maintains the topic as a record on file.

#### **Training Records**

In selected situations, you should have and maintain an individual training record on each employee. Included is Competent Person training for employee's using ladders and stairways, to recognize and minimize fall hazards and actions to take in fall protection. These are compliance actions as well as "common sense" to protect the contractor. See the Reference Section for more information on mandatory training subjects.

**CUSTOMIZING**

The following are some of the talks that require some sort of company specific information:

Page 9	Recognizing Unsafe Conditions	Requires specific name(s)
Page 13	Care For The Injured	Requires 1 <sup>st</sup> Aid information
Page 15	Listening Safety	Address policy issue
Page 16	Accident/Incident Reporting	Requires specific names
Page 19	Keeping In Shape	Address policy issue
Page 24	Protecting the Public	Address policy issue
Page 29	Effects of Weather	Address policy issue
Page 32	Construction Clothing	Address policy issue
Page 33	Head Protection – Hard Hats	Address policy issue
Page 35	Foot Protection	Address policy issue
Page 39	Respirators	Address policy issues
Page 50	Hammers/Chisels	Address policy issue
Page 53	Portable Electric Tools	Address policy issues
Page 57	Chain Saws	Address policy issues (PPE)
Page 65	Full Body Harnesses/Lifelines	Address policy issues
Page 73	Heavy Equipment Hazards	Requires specific names
Page 75	Electrical Hazards	Address policy issue
Page 76	Assured Grounding Program	Address location issue
Page 78	Fire Protection and Control	Address location/policy issue
Page 79	Fire Extinguishers	Requires specific names

**DESIGNING YOUR OWN**

When you design your own specialized tool box talks, remember some basic principals in giving instruction: Introduce what you are going to explain them, the body or key points you want to cover, and a conclusion. Ask for questions. Conclude with a reminder; the key point you tried to get across in the first place.

**Supervisor Training**

The importance of training supervisors in their responsibilities is an important management function as well as lawfully required when others are placed in charge of workers. They know the most about the people they work with daily, the equipment, materials and environment because of first-line supervisory responsibilities. Therefore it makes sense to train supervisors and is why the two are separated into the two subjects.



**Supplemental Information For  
Whose Responsibility Is It  
A Tool Box Talk**

**Instructor Note:** This written test can be given to employees, supervisors, the employer and the company safety committee to reinforce training in “Whose Responsibility Is It.” An answer sheet and a discussion topic is found on page 6B.

In our company, who is primarily responsible for the following safety activities?

- E = Employee
- SC = Safety Committee
- S = Supervisor
- EMP = Employer

- \_\_\_\_\_ Complying with Safety Rules
- \_\_\_\_\_ Conducting Safety Training
- \_\_\_\_\_ Recognizing Others for Safety Performances (Good or Bad)
- \_\_\_\_\_ Reporting Injuries or Illnesses
- \_\_\_\_\_ Providing Feedback About Safe Work Procedures
- \_\_\_\_\_ Enforcing Safety Rules
- \_\_\_\_\_ Conducting Area Safety Inspections
- \_\_\_\_\_ Selecting Personal Protective Equipment (PPE)
- \_\_\_\_\_ Assessing Workplace Hazards
- \_\_\_\_\_ Reporting Hazards
- \_\_\_\_\_ Conducting Accident Investigations
- \_\_\_\_\_ Rewarding Incentives
- \_\_\_\_\_ Recommending Corrective Actions to Eliminate Hazards
- \_\_\_\_\_ Demonstrating Safe Work Practices
- \_\_\_\_\_ Training Safe Work Procedures to New Employees
- \_\_\_\_\_ Ensuring Safe and Healthful Work Areas
- \_\_\_\_\_ Monitoring Safety and Health Programs
- \_\_\_\_\_ Showing Others How to Use Personal Protective Equipment
- \_\_\_\_\_ Reporting Incidents or Near Misses
- \_\_\_\_\_ Eliminating or Reducing Hazards
- \_\_\_\_\_ Developing Safe Work Procedures
- \_\_\_\_\_ Conducting Job Hazard Analyses

**Supplemental Information For: Whose Responsibility Is It, Continued  
Answer Sheet**

*Choices*

- E = Employee
- SC = Safety Committee
- S = Supervisor
- EMP = Employer

*Because each company is different, there are no single correct answers. However, one perspective of primary responsibility recommends one of the following answers:*

- E, SC, S, EMP Complying with Safety Rules
- SC, S, EMP Conducting Safety Training
- SC, S, EMP Recognizing Others for Safety Performances (Good or Bad)
- E, S Reporting Injuries or Illnesses
- E, SC Providing Feedback About Safe Work Procedures
- SC, S, EMP Enforcing Safety Rules
- SC, S, EMP Conducting Area Safety Inspections
- SC, EMP Selecting Personal Protective Equipment (PPE)
- SC, EMP Assessing Workplace Hazards
- SC Reporting Hazards
- SC, S, EMP Conducting Accident Investigations
- SC, EMP Reward Incentives
- E, SC, S Recommending Corrective Actions to Eliminate Hazards
- SC, S, EMP Demonstrating Safe Work Practices
- SC, S, EMP Training Safe Work Procedures to New Employees
- SC, S, EMP Ensuring Safe and Healthful Work Areas
- SC, S, EMP Monitoring Safety and Health Programs
- SC, S, EMP Showing Others How to Use Personal Protective Equipment
- E, S Reporting Incidents or Near Misses
- E, SC, S, EMP Eliminating or Reducing Hazards
- SC, S, EMP Developing Safe Work Procedures
- S, EMP Conducting Job Hazard Analyses

**Why such emphasis on Supervisors?**

WAC 296-800-14020

*The employer shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his/her work environment to control or eliminate any hazards or other exposure to illness or injury.*

Past WISHA rulings have indicated that:

“Any supervisor or persons in charge of work are held to be agents of the employer in the discharge of their authorized duties.”

Authorized duties include:

- (a) The execution in a safe manner of the work under their supervision;
- (b) The safe conduct of their crew while under their supervision; and
- (c) The safety of all workers under their supervision.”

It makes good sense to hold supervisors responsible for the employees placed under their charge. It builds a sense of teamwork and shared responsibility for safe productivity. Supervisors are generally closer to the employees under their charge and better able to positively influence positive behavioral change.

























### Incident/Accident Report

**Immediate Supervisor should complete this form properly with worker input.**  
Please print clearly and report all incidents as soon as possible.

Injured Worker: \_\_\_\_\_

Occupation: \_\_\_\_\_

Where Injury Occurred: \_\_\_\_\_

Date/Time: \_\_\_\_\_ (AM/PM)

Type of Injury: \_\_\_\_\_

Treatment: \_\_\_\_\_ None \_\_\_\_\_ 1<sup>st</sup> Aid \_\_\_\_\_ Doctor \_\_\_\_\_ Hospital

Witnesses: \_\_\_\_\_

Describe Incident/Injury: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify Cause: \_\_\_\_\_ Work Habit \_\_\_\_\_ Rule Violation \_\_\_\_\_ Other (If Other, Describe)

\_\_\_\_\_

Caused by Faulty Equipment? If So, Identify:

\_\_\_\_\_

Did Previous Injury/Condition of Worker Contribute? Explain:

\_\_\_\_\_

If Incident Was Caused By A Person Not Employed By Us, Who?

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Action Taken to Prevent Similar Occurrence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Injured Worker Signature: \_\_\_\_\_

(If Available)

Date: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_



























































































## JOB SITE HAZARDS – THE BIG FOUR

### Instructor Notes:

In some Federal Occupational Safety and Health (WISHA) states, compliance officers are evaluating a program whereas they will inspect four basic job site hazards on residential construction projects. If these four areas are found to be satisfactory, the compliance officer has the option to end the inspection at that point and leave the job site.

Residential construction safety professionals often use the four basic job site hazard subject areas as a means to get interest from the on-the-job employees; it works out very well as a training or instructional guide.

The big four are:

*Falls From Elevated Heights.* Subject areas include falls in general, ladders, floors and other openings on the walking/working surfaces (don't forget skylight wells), and the need to have guardrails or other fall protection devices installed.

We included the need for personal fall protection systems (PFAS) in these Tool Box Talks as discussion points. The various standards of when to wear PFAS will require some research on your part. However, you need to know that when a compliance officer sees someone working on a roof, they are required by statute to check out the situation to see if a worker is exposed to falling.

*Being Struck By:* This is a term used by industry safety and insurance personnel. Being struck by includes being hit by a hand or power tool. For example, when you accidentally hit your thumb with a hammer holding down a nail. You were struck by the hammer causing an injury. There are a lot of other more serious examples. One is using a nail gun and accidentally discharging a nail into a foot. Another example is an amputation of a hand or finger by a saw blade because the guard was removed.

When we put together this booklet, we looked at specific subject areas to include in "being stuck by." Because the accidents/incidents are so common, we decided to save paper and include the subjects in such areas as Tool Use and Care and Heavy Equipment subject areas.

*Being Caught Between or Under:* This is also a term used by industry safety and insurance workers. The primary example is excavation crews. Like seeing someone working on a roof, compliance officers are required to stop and inspect when they see a hole in the ground. Be advised. A more common example of a worker being injured is during the raising of a framed wall. If the wall falls backwards, a worker is potentially exposed to being "caught between." In this case, between the wall and the floor. Hips and legs have been broken by falling walls.

*Electrical:* This applies to all electrical hazards. One reason why electrical hazards are mentioned though out the tool box talks is because of the exposure all workers have to electrical hazards, the silent killer.

## TRAINING REQUIREMENTS – FALL HAZARDS

**Reference:** WAC 296-155-24505(3)(a) Training Requirements.

“The following training provisions supplement and clarify the requirements regarding the hazards.

(a) Training Program.

- (1) The employer shall provide a training program for each employee who might be exposed to fall hazards. The program shall enable each employee to recognize the hazards of falling and shall train each employee in the procedures to be followed in order to minimize these hazards.
- (2) The employer shall assure that each employee has been training, as necessary, by a competent person qualified in the following areas:
  - (i) The nature of fall hazards in the work area;
  - (ii) The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection system used;
  - (iii) The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used;
  - (iv) The role of each employee in the safety monitoring system when this system is used;
  - (v) The limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs;
  - (vi) The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection; and
  - (vii) The role of employees in fall protection plans;
  - (viii) The standards contained in this subpart.

(b) Documentation of training

- (1) The employer shall verify compliance with paragraph (a) of this section by preparing a written training record. The written training record shall contain the name or other identity of the employee trained, the date(s) of the training, and the signature of the person who conducted the training or the signature of the employer.

**Training Notes:**

See (a) (1) “...a training program for each employee who **might be** exposed to fall hazards.” Some employers include any office or support staff who may come onto a job site in fall hazards training just in case. See “Fall Protection In Construction” for a training record example.

Some employers also include training on ladders as part of their fall hazards training. This accomplishes two training tasks simultaneously.

















## Being Struck By

### Instructor Note:

The most common cause of “being struck by” is the incorrect use of a hand or power tool.

For instructional information please refer to the following Tool Box talks:

- Tool Use and Care
- Heavy Equipment
- Heavy Equipment Hazards
- The Spotter
- Signaling Techniques



## Excavations: Additional Discussion Points

**Instructor Note:** Review the additional discussion points for specific application to the job at hand. For example, let the crew know who is the “Competent Person.” Explain what the Competent Person is required to do (see below). This reinforces the training and is a further sign of your commitment to have a safe and healthy workplace.

### **Additional Discussion Points:**

A competent person must inspect the site daily. This includes both excavation and the surrounding area. Inspection Points include but are not limited to:

- Possible cave-in's.
- Failure of protective systems and equipment.
- Hazardous atmosphere.
- Other hazardous conditions (i.e., following rain or man-made condition such as blasting).

Adequate protection must be provided against falling objects such as dirt, rock, equipment or other materials for workers.

A warning system should be used to alert equipment operators of the edge of an excavation.

Employees exposed to public vehicle movement must wear warning vests. Alternative is suitable garment made of reflectorized or high-visibility material.

A guardrail system is recommended especially if there are walkways or bridges crossing over an excavation. (See ramps and runways for additional information.)

During excavation operations, special care must be taken to insure no employee is under a load handled by digging or lifting equipment.

Employees should not be permitted to work in excavations where water has accumulated without adequate precautions. Adequate precautions include but are not limited to: Diversion dikes, ditcher or other means to prevent surface water from entering an excavation and to provide drainage to nearby areas.

While an excavation is open, underground installations such as utilities must be protected, supported or removed as necessary to safeguard excavation workers.

Adjacent structures must be supported to prevent possible collapse.

Employees should not enter an excavation greater than four (4) feet in depth without a competent person testing the atmosphere. Testing takes place where oxygen deficiency or a hazardous atmosphere exists or is believed to exist.

Emergency rescue equipment must be readily available. This equipment must be attended when hazardous atmospheric conditions may develop or exist.

### **Special Company Procedures Notes:**

References:

WISHA Excavation, Trenching and Shoring Standards **WAC 296-155-Part N**







## Working in Confined Spaces

Working in a confined space is a unique and serious hazard. There is no halfway problem: Either there is or isn't a problem. By one definition, a confined space is one that is large enough and arranged so that an employee can fully enter and work, has limited or restricted entry or exit and which is not primarily designed for human occupancy. *Insert company policy.* See WAC 296-809 for Confined Space rules.

### Guide for Discussion

#### *Primary Hazards:*

- Oxygen deficiency.
- Exposure to toxic substances.
- Combustible or Explosive.

#### *Safety Procedures:*

- Test for oxygen deficiency.
- Sample for combustible gases. (Most combustible gas meters will not work in oxygen deficient atmospheres.)
- Continually monitor for toxic substances (i.e., gases) as work progresses.

#### *Making a Confined Space Workable:*

- If space is unable to be vented, be use to provide proper respiration equipment.
- If space can be vented, continually flush out the space with fresh air.
- Be aware that spark producing equipment should never be used to flush out confined spaces.

#### *Basic Rescue Procedures:*

- Never rush to the aid of a fellow employee in a confined space.
- Always be sure that someone watches work in a confined space outside of the space.
- All workers in a confined space must work with a lifeline attached outside of the space.
- All rescuers must be competent in the use of rescue equipment and self-contained breathing units.

### Additional Discussion Notes:

**Remember:** Confined spaces need not be dangerous places to work if the basic precautions are routinely followed. Remember that it is a rare circumstance that a single fatality occurs in a confined space; usually there are multiple fatalities.

**§WWHQHHV**

NOTE: Always promote a discussion on any of the topics covered in the Tool Box Talks. Should any question arise that you cannot answer, don't hesitate to contact your Employer.

## Heavy Equipment

Heavy equipment has been designed to handle very large volumes or large loads. As such, heavy equipment is powerful machines and can be dangerous to all around them if not operated correctly. It is important to remember the proper methods used to move them from one site to another, and how to work around them properly.

### Guide for Discussion

#### *General Rules When Heavy Equipment is Nearby*

- Always remain alert to the equipment moving around you.
- Do not get near moving equipment unless necessary.
- Never ride on equipment unless it has been designed to carry you. This means it must have a seat and a seat belt.
- Do not walk along beside equipment. If it is necessary to travel with a piece of equipment, walk in front or behind it.
- Try to stay in view of the operator. You must remain in view of the operator when working around excavation or trenching if you are the "top man."

#### *Rules For Transporting Heavy Equipment*

- Inspect all transporting equipment and make sure it is all in good working condition.
- Always provide for the protection of the general public.
- Wear safety shoes.
- Estimate the center of gravity for the equipment to be loaded.
- Always load equipment slowly onto its carrier.
- If equipment is to be driven off-site, make sure the steering, braking and light systems are in good operating condition.
- Tightly secure the piece of equipment to its carrier.
- Be sure that the boom or any other extensions of the equipment are tightly secured.
- If working with others, be sure to work as a team.
- Keep your hands dry and free of grease and oil as possible.
- Always keep the loading area free of debris and unnecessary tools.

### **Additional Discussion Notes:**

*What the company does to further protect the general public?*

For example, flag man, barricade the work area.

**Remember:** A little mistake when dealing with heavy equipment can be magnified thousands of times and become a major mistake. This can easily result in a severe injury or even death.

### **Attendees:**

NOTE: Always promote a discussion on any of the topics covered in the Tool Box Talks. Should any question arise that you cannot answer, don't hesitate to contact your Employer.

## Heavy Equipment Hazards

The use of heavy equipment on a jobsite is vital and necessary to the overall success of the construction project. However, unauthorized or unwise use of heavy equipment can result in personal injury, loss of life, or severe loss to materials needed to complete the project. Today we will discuss some key points to keep in mind when working around heavy equipment.

### Guide for Discussion

#### *Workers*

Always be alert to the position of the equipment around you.  
Only authorized personnel are to operate the equipment.  
Never ride the equipment unless it is designed to be ridden.  
Always keep away from suspended loads.  
When performing as a signal person, be aware of all overhead power lines. Keep crane booms at least ten (10) feet from all power lines.  
Never take naps, breaks or lunch around heavy equipment. You never know what might happen.

#### *Equipment Operators*

Be sure that all bi-directional equipment is either accompanied on site with a signal person, or has an operational back-up alarm.  
Be aware of all overhead power lines and the possible effect on equipment operating within the close vicinity. Keep crane booms at least ten (10) feet from all power lines.  
Always lock out the equipment before it is to be lubricated, adjusted or repaired.  
Always replace gear, belts and any other guard after repair or adjustment.  
Always secure and lock out equipment upon its completion of use.  
Be sure to protect the glass areas of cabs with either metal grates or wood covers.

### Additional Discussion Notes:

*Who are the only authorized equipment operators?*

**Remember:** The best policy around heavy equipment is to take no chances. Be aware of what is going on around you—both workers and equipment operators.

### Attendees:

NOTE: Always promote a discussion on any of the topics covered in the Tool Box Talks. Should any question arise that you cannot answer, don't hesitate to contact your Employer.

## WORKING AROUND CRANES

A crane is one of the most versatile and important pieces of equipment usually found on a construction job. It can be used to accomplish a lot of otherwise heavy lifting tasks. However, it can also be one of the most dangerous since it can lift heavy loads over large areas of a project. Today we will discuss some of the important safety points about working around cranes.

### Guide for Discussion

- Always be aware of the swing radius of the crane
- Never walk within the swing radius of the crane
- Never work under suspended loads. Besides the crane boom could fail.
- Never ride the hook. There are too many things that can go wrong you can't control
- Always wear a hard hat when there is a possibility of a load being overhead
- Stay off of and away from the crane unless you are assigned to be on the crane
- Never walk under a boom, especially if it has a load on it.

### Additional Discussion Notes:

**Remember:** When working around a crane, the crane operator is going to be watching his load or the signal person and not for stray workers. Never enter the swing radius of a crane unless it is absolutely necessary. Never work within the swing radius. Hard hats are required.

### Attendees:

NOTE: Always promote a discussion on any of the topics covered in the Tool Box Talks. Should any question arise that you cannot answer, don't hesitate to contact your Employer.

## Electrical Hazards

Electrical hazards are doubly hazardous in that there is not only the chance of electrocution but also, there is the probability that any electric shock will cause a loss of consciousness that may well result in a fall of some sort. Today we will discuss methods of receiving an electric shock and ways to avoid electrical hazards.

### Guide for Discussion

#### *Methods of Receiving an Electric Shock*

- From a defective power tool.
- From defective extension cords.
- From overloading a switch or over-riding a by-pass.
- By not grounding electrical equipment.
- By coming in close contact with live electric lines.
- By coming too close to high power lines with the power arching over and making contact.

#### *Ways to Avoid Electric Hazards*

- Always inspect tools and equipment for frayed cords and defective plugs before using them.
- Never use a power tool that has had the ground plug removed; inspect the plug.
- Never stand in water and operate a power tool without proper (i.e., insulated) footwear.
- Keep extension cords out of water when in use.
- Consider all power lines "live" and avoid contact with them.
- Follow the company assured grounding/electrical protection program.
- Disconnect all electrical tools and cords when not in use.
- Be use all temporary lighting is equipped with bulb covers.
- Make sure all power supplies, circuit boxes and breaker boxes are properly marked to indicate their purpose.
- Use Ground Fault Interrupters (GFI's) on all jobsites.

### **Additional Discussion Notes:**

*Who is responsible for the company assured grounding program or to install a ground fault interrupter system?*

**Remember:** The best way to eliminate the hazard of the "quiet killer" is to act as if each exposure to an electrical hazard may be your last. Never take electricity for granted, "it's a killer."

### **Attendees:**

NOTE: Always promote a discussion on any of the topics covered in the Tool Box Talks. Should any question arise that you cannot answer, don't hesitate to contact your Employer.

## Assured Grounding Program

**Instructor Note:** Washington's Occupational Safety and Health (WISHA) strictly enforces the standards pertaining to electrical grounding. These standards require that a project use either Ground Fault Circuit Interrupters (GFI's) or an Assured Grounding Program. GFI's effectively prevent short circuits by tripping the entire circuit when a short occurs. It eliminates the possibility of electrocution and is the preferred method of protection. See WAC 296-155-447.

**Introduction:** Our company has an Assured Grounding program as a means to protect ourselves against accidental electrical shock.

### Guide for Discussion

#### *Program Components*

Have the company written policy on file.  
Our policy is located *Where*

Have a competent person conduct all tests.  
Our competent person(s) are: *Who*

Test all electrical equipment for proper grounding.  
Remove any defective equipment from use and tag it to prevent future use.  
Color code all equipment tested to insure complete test result.

We use the following colors— (winter),  
(spring),  
(summer),  
(fall).

A color chart is located *Where*

#### *Tests*

Test for the continuity of the grounding conductor.  
Test before the equipment is first used; after any repair; after any possible damage and a minimum quarterly (i.e., every three months).

#### *Inspections*

Visually daily for defects before use.  
Inspect the following types of equipment:  
Power Tools, Extension Cords and Temporary Receptacle Boxes

#### **Additional Discussion Notes:**

Three prong grounding testers to check extension cord continuity are located *Where*

**Remember:** The use of an Assured Grounding Program is not only required, but it is good common sense. Electrocution is no laughing matter and all steps we can take to reduce our exposure to this hazard makes sense.

#### **Attendees:**

NOTE: Always promote a discussion on any of the topics covered in the Tool Box Talks. Should any question arise that you cannot answer, don't hesitate to contact your Employer.

## Power Lines and Mobile Cranes

**Instructor Note:** This has been added to the Tool Box talks because electric line companies get very upset when a crane (or dump truck bed or other piece of heavy equipment) gets close to or touches a power line. They also will notify Occupational Safety and Health (WISHA). Invariably WISHA will pay your job site a visit looking at everything dealing with employee safety and health.

**Introduction:** It is not uncommon to work around power lines; however, the potential hazards to workers are enormous; workers just have to work safer.

### Guide for Discussion

#### *How to Avoid Electrocutation*

- Locate all power supplies. Besides this being the state law, it's smart.
- Have the Power Company inform you of the voltage and arc distances.
- Shut off or insulate the power line(s) if possible.
- Never allow a piece of equipment to break the safety zone (the distance required to avoid electric arc.)

#### *General Rules to Remember*

- Designate a competent lead signal person.
- Communicate clearly with all members of the work crew.
- Have all crewmembers watch the operation.
- Be alert.
- Watch for non-alert crewmembers.

### Additional Discussion Notes:

**Remember:** Whenever you are near a power line, be sure to minimize the risk by de-energizing or insulating the power source. Only then proceed with caution. At all times, try to avoid entering an arc zone. It is far better to be safe than sorry.

### Attendees:

NOTE: Always promote a discussion on any of the topics covered in the Tool Box Talks. Should any question arise that you cannot answer, don't hesitate to contact your Employer.



## Fire Protection and Control

Most fires are a result of inattention to the job site operations and surrounding conditions. This lack of attention or protection can result in the loss of life and property. All fires can be easily extinguished if caught soon enough and the proper extinguishing tools are handy.

### Guide for Discussion

#### *Steps to Remember When a Fire Starts:*

- Sound an alarm—yell if necessary.
- Warn those near the fire.
- If possible and the fire is small, try to extinguish it.
- Call the Fire Department if the fire can't be easily and quickly extinguished.
- Evacuate the area if the fire can't be quickly extinguished.
- Direct the Fire Department to the area of the fire.
- Stand by to help, but only if asked by a Fire Department official.

#### *Be Sure to Know the Following:*

- The Fire Department phone number.
- Be sure you know the location of the nearest cross street to give the Fire Department directions.
- Where the fire extinguishers are and how to use them.
- How to evacuate the work area.

#### *Steps to Prevent Fires*

- Regularly inspect all fire extinguishers.
- Keep the work area free of debris and trash.
- Designate high risk areas as "no smoking" areas. Enforce no smoking rules.
- Store flammable fuels and materials only in approved safety containers.
- Check temporary wiring and electrical tools for defects.

### Additional Discussion Notes:

*The emergency numbers and job site location (including nearest cross streets) are posted where on the job?*

*If welding equipment is on the job, when is it regularly inspected?*

**Remember:** Knowing how to recognize, react to, or eliminate fire hazards can greatly decrease the chances of being exposed to a fire.

### Attendees:

NOTE: Always promote a discussion on any of the topics covered in the Tool Box Talks. Should any question arise that you cannot answer, don't hesitate to contact your Employer.

## Fire Extinguishers

One of the quickest ways to lose a job is allow a fire to start. Sometimes fires do start and it then becomes a matter of putting the fire out as soon as possible. The best way is to use a fire extinguisher.

### Guide for Discussion

#### *Care and Use*

Be sure the fire extinguishers are charged, strategically located and ready for use. Everyone has a responsibility to check to see that fire extinguishers and fire hoses (as well as other dispensing components) are not blocked.

#### *Common Types of Extinguishers*

Class A Fires: Rubbish, paper, scrap, scrap lumber. Use soda acid and pressurized extinguishers or water through use of a hose or pump type water can.

Class B Fires: Flammable liquids, oil, grease. Use carbon dioxide, dry chemical or foam extinguishers. Do not use water on these types of fires.

Class C Fires: Electrical in nature. Use carbon dioxide or dry chemical extinguisher. Do not use foam or water composition extinguishers.

### Additional Discussion Notes:

The person responsible to insure fire extinguishers are charged, strategically located and ready for use is *Employer*.

Our exposure is generally to Class \_\_\_\_\_ fires. We have Class \_\_\_\_\_ fire extinguishers available.

**Remember:** The quickest way to put out a fire may not always be the best way.

**Attendees:**

NOTE: Always promote a discussion on any of the topics covered in the Tool Box Talks. Should any question arise that you cannot answer, don't hesitate to contact your Employer.

## Refueling Equipment

Refueling equipment is a necessary part of each construction project. As such, it is important that this operation be conducted in as safe a manner as possible. Remember that gasoline and fuel oils are manufactured to cause an explosion (hopefully in the engine). Today, we want to talk about simple refueling rules.

### Guide for Discussion

Concentrate on the task to be performed.

Never smoke during refueling operations.

Don't refuel near an open flame or near a sparking situation.

Keep a fire extinguisher within 25 feet and closer than 6 feet.

If the equipment may accidentally move, chock the wheels.

Always shut the engine off.

If necessary, allow the engine to cool.

Be sure both fuel dispensing tank and equipment are grounded.

Don't spill the fuel. (Spilled fuel is a safety, health and environmental hazard).

Don't overfill the fuel tank. On hot days, allow for expansion.

Always clean up any spills.

### Additional Discussion Notes:

**Remember:** If there is a refueling area, be sure it is clearly marked and keep the area neat at all times. Whether you are filling a bulldozer or a chain saw, it's better to do it properly than to risk an explosion that could ruin or end your life and the life of those all around you. Remember gasoline was designed to explode when ignited.

### Attendees:

NOTE: Always promote a discussion on any of the topics covered in the Tool Box Talks. Should any question arise that you cannot answer, don't hesitate to contact your Employer.

## Gasoline

Gasoline when harnessed properly serves as a vital source of energy. Treated carelessly, it can become an explosive monster. Many people are killed or seriously injured each year because they did not treat gasoline as a potential killer. Today we will discuss how you protect yourself from being injured or causing a fire or explosion.

### Guide for Discussion

#### *Gasoline Facts*

- Gasoline doesn't burn. It's the gas vapors that burn.
- Gas vapors are heavier than air. As a result, they collect in low areas.
- Any type of spark can ignite gas vapors.
- Gasoline should never be allowed to come into contact with your skin. Immediately clean the area contacted.
- Don't use it as a solvent for cleaning tools or parts.

#### *Storage*

- Always store in approved safety cans. Insure the can has proper labeling (i.e., Flammable plus the type of fuel such as gasoline.)
- Always mark the storage can "GASOLINE - NO SMOKING"
- Remember, an empty can is more dangerous than a full one (because of the gas vapors).
- Always flush out empty cans.
- Keep all containers tightly closed.

#### *Transferring Gasoline*

- Never transfer gasoline from one container to another in an area where there is any chance of ignition.
- Clean up any spills immediately. It is a safety, health and environmental hazard.
- Be wary of static electricity. Always use grounding straps when fueling from an above ground tank.

### Additional Discussion Notes:

**Remember:** Working around or with gasoline is like working around dynamite. Only the gasoline, if improperly handled, can be more dangerous. Remember the safety rules for handling gasoline; and use your common sense.

### Attendees:

NOTE: Always promote a discussion on any of the topics covered in the Tool Box Talks. Should any question arise that you cannot answer, don't hesitate to contact your Employer.

## Safety Away From Work

Safety at work is hopefully a matter of routine. Just as important as safety on the job, is safety at home. According to one study, you are actually safer at work than at home. For our discussion today, consider driving, home and play.

### Guide for Discussion

#### *Driving*

- Don't speed.
- Drinking and driving don't mix.
- Maintain your vehicle in good mechanical condition.
- Watch out for other drivers.
- Allow for proper stopping distances.
- Be courteous, especially if you're in a company vehicle.

#### *Home*

- Minimize electrical exposures.
- Eliminate slipping and tripping hazards.
- Don't overextend on ladders.
- Teach your family to identify hazards.
- Know basic first aid and, if possible, CPR.

#### *Play*

- Be careful not to overexert yourself.
- Loosen up before you begin playing a sport.
- Don't try to keep up with the children (of all ages).
- Know any safety rules associated with your forms of recreating (i.e., boating, hunting).
- Teach your family how to play safely and then enforce the rules.

### Additional Discussion Notes:

**Remember:** Our family and friends are very important to us. With a safe driving, living, working and playing environment, we can continue with our friends and family.

### Attendees:

NOTE: Always promote a discussion on any of the topics covered in the Tool Box Talks. Should any question arise that you cannot answer, don't hesitate to contact your Employer.

## Compressed Gas Cylinders

Most of us know what the various compressed gas cylinders are used for on the job, but how many of us realize that the gases stored in those cylinders are under pressure of from 250 psi to 2200 psi? These pressures make the cylinders not only dangerous from a fire standpoint but if not handled and stored properly, you are looking at a bomb or a rocket. Today we want to talk about the safe use of compressed gas cylinders.

### Guide for Discussion

1. Always store compressed gas cylinders in a secure upright position.
2. Always store with caps over the valves.
3. Never store two different types of gases closely together.
4. Never tamper with any safety devices on the valve or cylinder.
5. Always open valves slowly.
6. Avoid storing cylinders in areas of high temperatures (shade works).
7. Never use cylinders for rollers or sawhorses.
8. Never attempt to repair valves or regulators.
9. Separate full cylinders from empty ones.
10. Do not try to transfer gases from one cylinder to another.
11. Keep a fire extinguisher nearby when handling or working with compressed gas cylinders.
12. When in use, keep cylinders secured to a cart designed for that use.
13. Remove empty cylinders from the work area.
14. Never expose gases to oil or grease.

### Additional Discussion Notes:

**Remember:** The improper use of compressed gas cylinders is a common safety violation. Most people think the cylinders are safe. However, they are safe only if treated properly. To insure that they don't become a hazard, follow the basic rules we just discussed.

### Attendees:

NOTE: Always promote a discussion on any of the topics covered in the Tool Box Talks. Should any question arise that you cannot answer, don't hesitate to contact your Employer.

## QUICK REFERENCE GUIDE

Many standards in WISHA rules require employers to ensure workers are trained to do their jobs safely. If you want to know exactly what a requirement says, this Quick Reference Guide has been included for you. For greater detail, see "Be Trained! A Guide to WISHA's Safety and Health Training Requirements." *Editing Note: Bold ( ) are small c; other ( ) are small i.*

### Accident Prevention Signs & Tags

Workers must be instructed that danger signs indicate immediate danger and caution signs indicate a possible hazard. Safety instruction signs must be used when there is a need for general safety instructions. For more information see:

Caution Signs	<b>WAC 296-24-14005 (2)</b>
Danger Signs	<b>WAC 296-245-14005 (1)</b>
Safety Instruction Signs	<b>WAC 296-24-15005 (3)</b>

### Construction Safety Training & Education

**Harmful Substances:** Workers required to handle or use poisons, caustics, and other harmful substances must have instruction emphasizing hazards, personal hygiene, and personal protective measures.

**Harmful Plants and Animals:** At job sites where harmful plants or animals are present, workers must be instructed on possible hazards, injury avoidance, and first aid.

**Flammable Liquids, Gases, Toxic Materials:** Workers required to handle or use flammable liquids, gases, or toxic materials must be instructed on how to use and handle them safely.

**Confined Spaces:** All workers required to enter confined or enclosed spaces must be instructed about the hazards, precautions, and protective and emergency equipment.

For more information see:

Confined Spaces	<b>WAC 296-809-100 through 800</b>
Flammables etc.	<b>WAC 296-24-69507, 70007</b>
Harmful Plants, Animals	<b>WAC 296-155-100 (3)</b>
Harmful Substances	<b>WAC 296-24-71521</b>
Ventilation	<b>WAC 296-24-71507</b>

### Electrical

Workers exposed to electrical shock hazards must be trained in safety requirements relevant to their jobs. Both qualified and unqualified persons must be trained. Qualified persons are trained to work on or near exposed energized parts; they must be able to determine exposed live parts, nominal voltage of exposed live parts, and safe clearance distances. Unqualified persons have not been trained to work on or near exposed energized parts.

For more information see:

**WAC 296-45-065**

## Excavations

*There are no specific excavation training requirements for workers.* However, employers must ensure that workers recognize and control or eliminate worksite hazards. In addition a competent person must inspect an excavation daily for evidence of cave-in. A registered professional engineer must determine that excavations are a safe distance from existing structures and will not pose a hazard for workers. Support systems must be designed by qualified persons and inspected by a competent person.

For more information see:

Stability of Adjacent Structures	<b>WAC 296-155-655 (9)</b>
Protection for Workers	<b>WAC 296-155-655 (10)</b>
Inspections	<b>WAC 296-155-655 (11)</b>
Safety Training and Education	<b>WAC 296-800-14020</b>

## Fall Protection

Workers exposed to fall hazards must be trained to recognize the hazard and to use procedures that will minimize them. Training must be done by a competent person who understands the following:

- The nature of fall hazards in the work area.
- Procedures for erecting, maintaining, disassembling and inspecting fall protection systems.
- Use of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems and controlled access zones.
- The role of each worker in the safety monitoring system.
- Limitations of mechanical equipment during roofing work on low-sloped roofs.
- Procedures for handling and storing equipment and for erecting overhead protection.
- Workers' roles in fall protection plans.
- The requirements of the fall protection standard.

**Certification:** The employer must certify training for each worker, documenting the worker's name, the training date, and the trainer's signature.

**Retraining:** The employer must retrain any worker who does not have the skills required by this standard.

For more information see:

**WAC 296-155-717**

See page 97 for information on Stairways & Ladders in Construction in these Tool Box Talks



## Hand & Power Tools

Only workers who have appropriate training are allowed to operate powder-actuated tools.

For more information see:

**WAC 296-155-36321**

## Hazard Communications

This is the “employee’s right to know law.” Employers are required to provide workers with training and information on hazardous chemicals (and/or materials) in their work areas at the time they first come on to the job and whenever a new hazard is introduced. Training and information must cover the following:

- Hazard communication standard requirements
- Operations where hazardous chemicals are present
- The location and availability of the written hazard communications program
- Methods used to detect the presence or release of hazardous chemicals in the work area
- Hazards of chemicals in the work area
- How workers can protect themselves from chemical hazards, including spills or leaks from sealed containers
- The hazard communications program

For more information see:

Information and Training	<b>WAC 296-800-17030</b>
Information and Training	<b>WAC 296-155-180</b>
Leaks and Spills, Containers	<b>WAC-296-800-17040</b>
Leaks and Spills, Containers	<b>WAC 296-155-100 (4)</b>
Transmittal of Information	<b>WAC 296-800-18005</b>
Transmittal of Information	<b>WAC 296-800-18010</b>
Transmittal of Information	<b>WAC 296-800-18015</b>
Transmittal of Information	<b>WAC 296-800-18020</b>

**Noise Exposure**

Workers exposed to high noise levels must be fitted with hearing protectors. The employer must teach workers how to use and care for the protectors.

**Training Program:** The employer must have an annual training program for workers exposed to noise at or above an eight-hour time-weighted average of 85 decibels. Training must be consistent with changes in protective equipment and work processes.

For more information see: **WAC 296-817-2002**

**Permit-Required Confined Spaces WAC 296-809-20002**

Workers exposed to permit space hazards must have the understanding, knowledge, and skills necessary to perform assigned duties. Employers must provide training in the following situations:

- Before the duties are assigned;
- Before any changes in the assigned duties; and
- Whenever workers are deviating from entry procedures.

**Certification:** The employer must certify that workers accomplish required training. Certification must include each worker's name, signatures or initials of trainers, and training dates. The certification must be available for inspection by workers and their authorized representatives.

**Rescue:** The employer must ensure that each member of a rescue team is provided with and trained to use all equipment necessary for permit space rescues.

Each member of the team must be trained to perform assigned rescue duties; receive the training required for authorized entrants; and be trained in basic first-aid and in cardiopulmonary resuscitation (CPR).

At least one member of the rescue service holding current certification in first-aid and in CPR must be available. Attendants may enter a permit space to attempt rescue if they have been trained and equipped for rescue operations.

For more information see:

Certification	<b>WAC 296-809-40004</b>
Rescue	<b>WAC 296-809-50014</b>
Training	<b>WAC 296-809-40002</b>
Worker Proficiency	<b>WAC 296-809-40004</b>

## Personal Protective Equipment (PPE)

Employers must provide training to workers who use PPE. Training must cover the following:

- When PPE is necessary
- What PPE is necessary
- How to put on, remove, adjust, and wear PPE
- The limitations of PPE
- Care, maintenance, and disposal of PPE

Each worker must understand the training and demonstrate the ability to use PPE properly.

Workers must be retrained when they can't demonstrate required skills and when there are changes in the workplace or in PPE that make previous training obsolete.

Certification: The employer must certify that workers have been trained. The certification must include the trainee's name, training dates, and the type of training received.

For more information see:

Certification	<b>WAC 296-800-16035</b>
Performing a Hazard Assessment	<b>WAC 296-800-16005</b>
Documentation	<b>WAC 296-800-16010</b>
Selection	<b>WAC 296-800-16015</b>
Providing PPE	<b>WAC 296-800-16020</b>
Training	<b>WAC 296-800-16025</b>

A written Job Hazard Analysis shall be made that details the type of work being performed, the part(s) of the body which require protection, and the PPE required.

## Respirator Protection

Workers must be trained to use respirator protective equipment in dangerous atmospheres. Competent persons must do the training covering respirator selection, use, and maintenance. Trainers must provide users with the opportunity to handle the respirator, have it fitted properly, test its piece-to-face seal, wear it in normal air, and wear it in a test atmosphere.

**Repair Work:** Replacement or repairs must be done only by experienced persons. No attempt must be made to replace components or to make adjustments beyond the manufacturer's recommendations. Reducing or admission valves or regulators must be returned to the manufacturer (or to a trained technician) for repair.

For more information see:

Repair Work	<b>WAC 296-842-17015</b>
Training	<b>WAC 296-842-16005</b>

### **Safety Committees**

All safety committee members must receive training in workplace hazard identification and effective accident and incident investigations.

Employers must compensate workers who participate in safety committee training at their regular hourly wage.

### **Site Clearing**

Workers who do preconstruction site clearing must be instructed in first aid and protected from irritants and toxic plants.

For more information see:

**WAC 296-155-625 (1) (i)**

### **Stairways & Ladders in Construction**

The employer must provide training for workers who use ladders and stairways during construction work. Workers must recognize ladder and stairway hazards and how to minimize the hazards. Workers must be trained by a competent person and must understand the following:

- Fall hazards in the work area.
- Procedures for erecting, maintaining, and disassembling fall-protection systems.
- Proper construction, use, placement, and care of stairways and ladders.
- Maximum intended load-carrying capacities of ladders.

For more information see:

Training Program **WAC 296-155-48060-1 (a)**

Training Requirements **WAC 296-155-48060-1 (b)**

**WISHA Recommended  
Periodic Training and/or Certification**

<i>Topic</i>	<i>Frequency</i>	<i>Certification</i>
Acrylonitrile WAC 296-62-07336 (15)	Prior to exposure and retraining yearly	No

<u>Agriculture</u>		
Aerial Manlift WAC 307-27010 (3)	Prior to operation and retraining if required	Recommended
Anhydrous Ammonia WAC 296-307-40027 (1)	Prior to handling and retraining if required	Recommended
Bloodborne Pathogens WAC 296-62-08001 (7) (b)	Prior to exposure and retraining yearly	Recommended
Chemical Hazards WAC 296-307-55030	Prior to exposure and whenever new chemicals are introduced	No
Cherry Camp WAC 307-16325 (2) (a)	On hiring	No
Electrical WAC 296-307-37803	Prior to exposure and retraining if required	No
Field Sanitation WAC 296-307-09509	On hiring	No
Fire Protection WAC 296-307-34021	On hiring and retraining yearly	Recommended
First Aid WAC 296-307-03910	Every two years	Yes
General Safety WAC 296-307-018	On hiring	No
Guarding tools and equipment WAC 296-307-18015	On hiring and retraining yearly	No
Hazardous Material Clean-up WAC 296-62-3040	Prior to exposure and annual refresher	Yes
Hearing Conservation WAC 296-62-09035	Prior to exposure and annual refresher	Yes
Ladders WAC 296-307-05503	Prior to use	No
Lockout / Tagout WAC 269-307-32019	Prior to exposure and retraining if required	No

Agriculture (continued)		
LPG Installation, removal, operation, & maintenance WAC 296-307-41043	Prior to activity and annual refresher	No
New Hire Orientation WAC 296-307-030	On hiring	No
Personal Protective Equipment WAC 296-307-10025	On hiring	No
Pesticides WAC 296-307-12040	Prior to exposure	No
Pesticide Handler WAC 296-307-13025 (3) (d) (xiii)	Prior to exposure and retraining yearly	Yes
Powered Industrial Trucks WAC 296-307-52029	Prior to operation and within three years	Yes
Rim Wheel Service WAC 296-307-53005 (1)	On hiring	No
Roll Over Structures WAC 296-307-08018	Prior to operation and retraining yearly	No
Temporary Housing WAC 296-307-16125 (2) (a)	On hiring	No
Vehicles & Farm Equipment WAC 296-307-07005	Prior to operation	Valid Drivers License
Welding WAC 296-307-48001 (4)	Prior to activity	No
Ammonia Handling WAC 296-24-51009 (10) (a)	Prior to exposure	No
Asbestos (Anthophyllite) WAC 296-62-07722 (1)	Prior to exposure and retraining yearly	Yes
Asbestos Worker WAC 296-65-005	Prior to exposure and retraining yearly	Yes
Benzene WAC 296-62-07523 (10) (c)	Prior to exposure and retraining yearly	Recommended
Bloodborne Pathogens WAC 296-823-120	Prior to exposure and retraining yearly	No
Boom supported elevating work Platform WAC 296-24-87510 (18)	Prior to operation and retraining if required	Recommended
Butadiene	Prior to exposure and	Recommended

WAC 296-62-07460 (12) (b)

retraining yearly

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Cadmium

WAC 296-62-07425 (4)

Prior to exposure and retraining yearly

Recommended

Chemical Hazard Communications (Package, Handle, React, Emit, Extract, Generate as a by-product, Transfer.  
WAC 296-800-17030

On hiring and whenever a new hazard is introduced in the work area

No

Coke Ovens

WAC 296-62-200019

On hiring and retraining yearly

No

Commercial Diving

WAC 296-37-520

On hiring and retraining if required

Recommended

Confined Spaces

WAC 296-809-400

Prior to exposure and as needed

Yes

Construction

Chemical Hazards

WAC 296-800-170

On hiring/retraining as required

Recommended

Equipment Operation

296-155-035-2

Prior to use and as required

Recommended

Fall Protection

WAC 296-155-24505 (4)

As necessary to maintain proficiency

No

First Aid

WAC 296-155-120

Prior to activity

Valid Certificate

Flagger, Construction

WAC 296-155-307 (7)

On hiring/retraining every three years

Yes

Ladder

WAC 296-155-48060

On hiring/retraining if required

No

Lead Exposure

WAC 296-155-17625 (1) (b)

Prior to exposure and retraining yearly

Yes

Occup. Health & Safety

WAC 296-155-100 (1) (c)

On hiring/retraining if required

Recommended

Rigging, multiple lift

WAC 296-155-717 (3)

As necessary to maintain proficiency

No

Rim Wheels

WAC 296-155-6175 (1)

On hiring/retraining if required

No

Scaffold erection/dismantle

WAC 296-155-493 (2)

Prior to use and retraining if required

Recommended

Scaffold use (working from)

WAC 296-155-493 (1)

Prior to use and retraining if required

Recommended



Crane WAC 296-24-23529 (1)	Prior to operation and retraining if required or within three years	Yes
Crime Prevention, Late Night Retail WAC 296-832-200	On hiring and retraining yearly	No
Electrical, risk of shock WAC 296-24-970 (1)	Prior to exposure and retraining yearly	No
Electrical, work on/near exposed energized parts WAC 296-24-960	Prior to exposure and retraining yearly	No
Emergency Response Responder WAC 296-62-41021	On hiring/retraining if required	No
Equipment Operator, Ski Area WAC 296-59-015 (2)	On hiring/retraining if required	No
First Aid (general industry) WAC 296-800-15005	As necessary to maintain proficiency	Yes
Hazard Communication WAC 296-800-17030	Annual refresher including correct respirator wear	No
Hazardous Waste Operations 296-843-200	Prior to exposure and yearly recertification	Yes
Industrial Powered Lift Truck WAC 296-24-23025 (1)	Prior to operation and retraining if required or within three years	Recommended
LASER WAC 296-62-09005 (4) (f)	Prior to exposure and retraining yearly	No
Lockout/Tagout WAC 296-24-11005 (7) (c)	Prior to exposure and retraining yearly	No
Logging Operations WAC 296-54-507 (1)	On hiring/retraining if required	No
Mobile Equip. Operator, Ski Area WAC 296-59-090 (2) (b)	On hiring/retraining if required	No
New Employee Training and/or Orientation WAC 296-800-14020	On hiring	Recommended Sign-off on company policies
Noise Exposure WAC 296-817-2002	Annual, for each worker in a hearing conservation program	Yes

Permit-Required Confined Spaces WAC 296-809-40002	As necessary to maintain proficiency	No
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Portable Fire Extinguisher Use WAC 296-800-300	On hiring/retraining if required	No
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Powder Actuated Tools WAC 296-807-15005	As necessary to maintain proficiency	Yes
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Respirators WAC 296-842-16005	Prior to exposure and retraining yearly	No
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Robotics WRD 87-3	On hiring/retraining if required	No
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Sawmill Occup. Health & Safety WAC 296-78-515 (1) (c)	On hiring/retraining if required	Recommended
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Scaffold erection/dismantle WAC 296-24-86020 (2)	Prior to use and retraining if required	No
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Scaffold use (working from) WAC 296-24-86020 (1)	Prior to use and retraining if required	Recommended
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Self-propelled elevating work Platform WAC 296-24-87505 (14)	Prior to operation and retraining if required	Recommended
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Window Cleaning WAC 296-878-110	As necessary to maintain proficiency	No
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1,2-Dibromo-3-Chloropropane WAC 62-07342 (15) (a)	Prior to exposure and retraining if required	No
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**WISHA Required  
Periodic Training and/or Certification**

Personal Protective Equipment WAC 296-800-160	On hiring/retraining if required	Yes
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**No specific WISHA training Required**

Textile Industry WAC 296-301  
Bakery Equipment WAC 296-302  
Laundry Machinery and Operations WAC 296-303

## Tool Box Talk Training Record

Safety Subject Area/Topic	Date Presented	Date Presented
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### Safety Training

Whose Responsibility Is It?  
 The Deadly Dozen  
 Why Accidents Occur  
 Recognizing Unsafe Conditions  
 Shop Safety  
 What Does An Accident Cost  
 Near Misses  
 Care For The Injured  
 Accidents Are Avoidable  
 Listen For Danger  
 Accident/Incident Reporting  
 Sample Report Form

### Common Sense Subjects

Safety Is Common Sense  
 Keeping In Shape  
 Warming Up  
 Proper Lifting  
 Horseplay  
 Short Cuts

### Protecting the Public

Protecting the Public  
 Children And Construction  
 Vehicle Operations  
 Traffic Control  
 Barricades & Warning Devices

### Effects of Weather

Effects of Weather  
 Heat Exhaustion/Sunstroke  
 Dressing for Winter Work

### Personal Protective Equipment

Construction Clothing  
 Head Protection -- Hard Hats  
 Eye Protection  
 Foot Protection  
 Hand Protection  
 Personal Protective Equipment – Concrete Construction  
 Knee Pads  
 Respirators

Tool Box Talk Training Record, Continued

<b>Safety Subject Area/Topic</b>	<b>Date Presented</b>	<b>Date Presented</b>
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**Housekeeping**

Housekeeping  
Trash Chutes  
Material Storage  
Material Handling  
The Spotter  
Signaling Techniques

**Tool Use and Care**

The Right Tool For The Right Job  
Hand Tools  
Screwdrivers  
Wrenches  
Hammers/Chisels  
Nails Are Dangerous Too  
Table Saws  
Electric Power Tools  
Electric Hand Saws  
Portable Electric Tools  
Powder Actuated Tools  
Chain Saws

**JOB SITE HAZARDS – THE BIG FOUR**

**Falls From Elevated Heights**

Falls  
Ladders  
Fall Causes Death: Ladders Are Killers  
Floors and Other Openings  
Guardrails  
Ramps and Runways  
Full Body Harnesses/Lifelines  
Washington Training Requirements - Fall Hazards

**Being Caught Between or Under**

Excavations  
Excavation: Additional Discussion Points  
Trenching  
Dangers Overhead  
Working in Confined Spaces  
Heavy Equipment  
Heavy Equipment Hazards  
Working Around Cranes

Tool Box Talk Training Record, Continued

Safety Subject Area/Topic	Date Presented	Date Presented
<b>Electrical</b>		
Electrical Hazards Assured Grounding Program Power Lines and Mobile Cranes		
<b>Fire Protection</b>		
Fire Protection and Control Fire Extinguishers Refueling Equipment Gasoline		
<b>Other</b>		
Safety Away From Work		
<b>Future Topics/Topic Expansion</b>		
Compressed Gas Cylinders		

## SAFETY TRAINING STEPS

### *Preparation*

Select a topic. Use a priority sequence. Accidents/incidents, demonstrated lack of skills, required or mandatory training (e.g., fall protection, ladders and stairways.)

Chose a good location to train

Research the subject; include company policies and procedures

If a new subject, ask what the audience already knows (so you can avoid covering that information in great detail)

### *Presentation*

Talk about what is going to be taught

Tell why the subject (or training) is important

Describe safety procedures, general to specific

If necessary, demonstrate safety procedures; one step at a time

Repeat steps if necessary; be patient

### *Involvement*

Get workers involved in the discussion; encourage questions

In demonstrations:

- ask worker to perform procedures
- correct any errors immediately; address performance not person
- practice until you and the worker are confident

### *Follow Up*

Observe worker performing safety procedures on the job

Ask for feed-back; encourage questions

Give feedback on performances

Decrease observation over time as appropriate

**Subject:**

**Introduction:**

**Guide for Discussion**

**Additional Discussion Notes:**

**Remember:**

**Attendees:**

NOTE: Always promote a discussion on any of the topics covered in the Tool Box Talks. Should any question arise that you cannot answer, don't hesitate to contact your Employer.