

Tool Box Talk Record

Supervisor's Name: _____ **Date:** _____

Location of Toolbox Talk:

Safety Topic(s) Planned: _____ **Check (T) if Required Topic:**

Employees Attending:

Other Employee Concerns:

Corrective Actions Recommended: _____ **(Check when Complete)**

Presenter's Name: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

Manager's Signature: _____ **Date:** _____

(Attach any handouts provided to this record)

Pre-Job Safety / Hazard Assessment / Toolbox Meeting

Job _____ Location _____ Conducted by _____

Client _____ Date _____ Time _____

Type of Meeting: Daily Weekly Pre-Job

Safety Equipment Required (check all that apply)

- Hard Hat Safety Boots High Visibility Vests Fire Rated Coveralls
- Eye Protection Hand Protection (Must be CSA Approved) Signs/Barricades
- Hearing Protection Seat Belts First Aid Kit Fire Extinguisher
- Radios/Phones Fall Restraint

Site Specific Safety Equipment: _____

PPE Checked by Employees: _____

Describe major or serious hazards and safety actions taken:

<u>Class A Hazard (Major)</u>	<u>Class B Hazard (Serious)</u>	<u>Class C Hazard (Minor)</u>
<p>A condition or practice likely to cause permanent disability, loss of a life or body part and extensive loss of structure, equipment or material.</p> <p><u>Example:</u> A fall hazard or equipment malfunction that could lead to a major injury or death.</p>	<p>A condition or practice likely to cause serious injury or illness resulting in temporary disability or property damage is disruptive but not extensive.</p> <p><u>Example:</u> Slippery oil condition on the shop floor that could cause a fall or serious injury.</p>	<p>A condition or practice likely to cause minor, non-disabling injury or illness or non-disruptive property damage.</p> <p><u>Example:</u> A worker handling rough lumber or pipe without gloves</p>

Hazards	Hazard Priority				Hazards	Hazard Priority				Hazards	Hazard Priority			
	A	B	C	N/A		A	B	C	N/A		A	B	C	N/A
Powerlines					Lighting Levels					Road Conditions				
Public					Water/Ice					Equipment				
Working Alone					Dead Falls/Timber					Lifting (manual)				
Utilities					Vehicle/Machine condition					Other Operations				
Facilities					Hazardous Chemicals					Weather				
Environmental					Power Tools/Hand Tools					Trenching				
Traffic					Ventilation (dust/visibility)									

Safe Work Practices/Procedures Reviewed: _____

Discussed Job and Hazards:

Recommended Action:

Attendees	Number in Crew	
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Print Name

Signature

Employer

Hazard Assessment Procedures:

A hazard assessment will identify potential and apparent hazards in the workplace. To eliminate or control the hazards, actions will be taken prior to starting work at the site. The basic procedures for conducting a hazard assessment are:

1. Assemble the people that will be involved.
2. Discuss possible hazards with these people.
3. Tour the entire operation.
4. Look for possible hazards originating with the environment, materials, equipment, and people.
5. Keep asking the question "if."
6. Record all hazardous situations.
7. Rank the items on a "worst first" basis.
8. Identify the corrective action required.
9. Assign a person responsible for each correction and date to complete.