

Section – O Tool Box Safety Talks

PURPOSE	<p>Tool Box Safety Talks are to be used by site management as a means of providing basic health and safety awareness information to Workers and Trade Contractors. It is also a method of providing and obtaining information on current health and safety site specific issues.</p> <p>Topics to be used for on-site safety talks may vary; however, the content of these short safety talks should be concise and specific.</p>
PROCEDURE	<p>The Site Management Team will instruct the Trade Contractors Management/ Supervisors to conduct Tool Box Safety Talks on a monthly basis as a minimum or more frequently if deemed necessary. Tool Box Safety Talk Forms will be provided by Worker (Appendix 18)</p> <p>The Topics will be chosen by the Trade Contractor unless a topic specific to project is provided by the Site Management Team at which time the Trade Contractor will be required to use the provided topic and/or attend a Tool Box Safety Talk provided by Worker.</p> <p>The Site Management Team will conduct weekly Tool Box Safety Talks with our workers on a weekly basis.</p> <p>Safety Talk forms must be completed by the person conducting the meeting and all in attendance must sign in; furthermore, attendance must be submitted to the Site Superintendent.</p>
DISTRIBUTION	<p>The Trade Contractor will be required to provide the Project Administrator documentation related to the Tool Boxes Safety Talk.</p> <p>Tool Box Talks conducted by Worker will be maintained on file for review.</p>
RECORDS	<p>Tool Box Safety Talks will be retained on file (site specific) for a period of Five years after project completion.</p>