



How to conduct an effective tool-box talk

Carrying out the training

Like all training, delivering the information effectively takes preparation and a desire to involve the workers in health and safety at the workplace. Employers may train workers to lead the training or have supervisors provide the training. Studies have shown peer-to-peer training is effective, participatory and well-retained.

Preparing to teach the training sessions:

1. Spend about 15 minutes to become familiar with the Toolbox Talk.
2. Print a copy of a relevant Toolbox Talk and think about how the topic relates to your specific worksite.

Advice for trainers

Safety meetings work best if the whole crew actively participates. This makes it more interesting and more likely that people will remember the information you've given them.

Here are some ways to encourage everyone to get involved:

- Ask questions instead of simply giving them the information. After you ask a question, wait a short time to let people think. Then, call on volunteers to answer.
- Ask about personal experience. This can help the group see how the topic is relevant to them. You could ask: Has anyone here had personal experience in dealing with this hazard? What happened?
- Make sure everyone has a chance to talk. If a crew member is talking too much, invite someone else to speak.
- Don't fake it. If you don't know the answer to a question, don't guess. Write the question down and promise to get back to them.
- Stick to the topic. If the crew's questions and comments move too far from the topic, tell them that their concerns can be addressed later, either privately or in a future safety meeting.



TOOLBOX TALKS

Electrical Safety—Toolbox Talk # 1

Electrical Safety

Electric shock from equipment installations or tool use rose from 5.7% of the total construction fatal injuries in 2015 to 12.7 in the first quarter of 2016.

How to assist a worker being shocked:

- Ensure your own safety, by making the scene is safe
- If possible, and if it is safe to do so, shut off the source of electricity.
- Call 911 with explicit address & inform them the source of the current such as a downed pole, etc. Do not hang up on the 911 operator until told to do so.
- If you cannot shut off the source of electricity, attempt to remove the worker from the electric line by using a non-conducting source such as a PVC pole or a dry piece of lumber without placing yourself at risk of electrocution.



- High voltage lines will radiate current through the ground. Do not risk your own life.
- Ensure the current is off and the area is safe, if possible, start CPR, use an AED, and keep the victim warm until EMS arrives.
- Conduct a Lessons Learned and share.

In 2015, 8.6% of construction fatalities were electrocutions



OSHA and our construction industry partners, such as the Mid-Atlantic Construction Safety Council, have initiated a **"Focus Four Hazards"** campaign throughout OSHA's Region III's jurisdiction. The goal of this campaign is to raise awareness in the recognition, evaluation, and control of these hazards. Focus Four Hazards account for the vast majority of injuries and fatalities in the construction industry.





TOOLBOX TALKS

Electrical Safety—Toolbox Talk # 2

How can we prevent electrocutions while using power tools?

[Presenter to ask the following questions and give time for answers.]

What are the hazards? Bodily contact with electricity

What are the results? Shock, fire, burns, falls or death

What should we look for? Tools that aren't double-insulated, damaged tools and cords, incorrect cords, wet conditions, tools used improperly

[Presenter to ask the following question and ensure every item is covered.]

NOTE: Review common hand tool owner's manuals for inspection and use requirements

How do we prevent these results?

- ☐ Get proper training on manufacturers' tool use and specs.
- ☐ Inspect tool before each use according to manufacturers' instructions.
- ☐ Do not use damaged tools, remove them from service.
- ☐ Use only battery-powered tools in wet conditions.



[Presenter to ask the following questions about this site and ensure every item is covered.]

Let's talk about this site now.

- ☐ What can lead to an electrocution while using power tools? *Non double-insulated tools, damaged cord, wet conditions*
- ☐ Have you seen or used any defective power tool?
- ☐ What should you do if you find a defective power tool?



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TOOLBOX TALKS

Electrical Safety—Toolbox Talk # 3

Be aware of the power lines where you live and work

Always assume power lines are energized. This includes power lines on utility poles as well as those entering your home or buildings. Always keep yourself, your equipment, and anything you carry at least 10 feet from power lines. Even though you may notice a covering on a line, NEVER assume it is safe to touch. Stay Away!



Ladders—Never stand ladders near power lines. When working on or near ladders, keep all tools, the ladder, and anything you carry well away (at least 10 feet) from power lines.



High Reach Equipment—Keep all cranes, scaffolding, and high reach equipment away from power lines. Contact with a power line can cause serious burns or electrocution. Remember to work a safe distance from all power lines. When performing construction activities, keep equipment at least 10 feet from power lines and 34 feet from transmission tower lines.



Fallen Power lines—Keep yourself and others away from any fallen power lines. You never know when they might be energized. Call local utility provider right away and report the location of the downed wires. If a line falls on your car, stay in your car. If you must get out of the car, jump clear, do not touch any part of your car and the ground at the same time and stay clear of the fallen line.



Trees Near Power lines—Do not climb or trim trees near power lines and keep children from doing the same. Hire a qualified contractor to trim trees near power lines. Contact your local electrical utility if you have any questions about removing limbs or trees near power lines.



Digging—You are required by law to call One Call at 811 to locate gas, electric, and other underground utility lines before you dig. Whether you are planting a tree, building a fence or laying foundation, contacting a line with a shovel or pick can damage power lines — and injure or kill.



Working Near Power lines

Contact your local electrical utility (i.e. PECO) if you are conducting any work or activity that may bring yourself, your equipment, and anything you carry within 10 feet of a power line.



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TOOLBOX TALKS

Electrical Safety—Toolbox Talk # 4

How to assist an electrocuted worker

Assess the situation and the area.

If possible, and if it is safe to do so, shut off the source of electricity.

Call 911 with explicit address & inform them the source of the current such as a downed pole, etc. Do not hang up on the 911 operator until told to do so.

If you cannot shut off the source of electricity, attempt to remove the stricken from the electric line by using a non-conducting source such as a pvc pole or a dry piece of lumber without placing yourself at risk of electrocution.

High voltage lines will radiate current through the ground. Do not risk your own life to save the stricken.

After the current is off and the area is safe, if possible, start CPR and keep the victim warm until EMS arrives.

Conduct a Lessons Learned and share.

In 2015, 8.6% of all construction fatalities were electrocutions

Source: BLS 2017



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TOOLBOX TALKS

Electrical Safety—Toolbox Talk # 5

Working Near High Voltage Energized Electrical Lines

[Presenter to ask the following question and ensure every item is covered.]

How do we prevent these results?

- ☐ Maintain a distance of at least 10 feet from energized powerlines
- ☐ Never use metal ladders while working near energized electrical lines

[Presenter to ask the following question and ensure every item is covered.]

How do we prevent these results?

- ☐ Maintain a distance of at least 10 feet from energized powerlines
- ☐ Never use metal ladders while working near energized electrical lines
- ☐ Pay particular attention to the location of overhead powerlines when setting up ladders, scaffolding, working workplatforms



[Presenter to ask the following questions about this site and ensure every item is covered.]

Let's talk about this site now.

- ☐ Where are the overhead powerlines on this site? Service drops to the project? Feeds for temporary electrical cabinets?
- ☐ Do you have to work in close proximity to the source? Can the line be de-energized, insulated?
- ☐ How do you know if an electrical line is energized or creates a hazard? Ask questions. Unless it is verified, always assume lines are energized. Stay at least 10 feet away.

[Record questions that you were asked about this site.]



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