

Section 5 - Tool Box Safety Talks

PURPOSE Tool Box Safety Talks will be used as a communication method to provide specific information on current health and safety related issues to all workplace employees.

SCOPE 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 Subcontractors.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Distribute Tool Box Safety Talk documentation and topics to be used to reflect the corporate health and safety initiatives.
- Respond to and report any nonconformance or deficiencies observed to Senior Management.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety orientation documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Respond to any nonconformance or deficiencies observed from the Health and Safety Coordinator.
- Ensure all company employees receive the appropriate training and workplace specific overviews.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- The equipment, materials and protective devices as prescribed are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

Supervisors Responsibilities:

- Ensure Tool Box Safety Talk are delivered to the appropriate site level employees as required.
- Record the topics and attendance on the Tool Box Safety Talk form to demonstrate compliance.
- Allow for follow up questions and clarification of topics as needed.
- Ensure, where reasonably possible, that every workplace party complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

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- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

Workers Responsibilities:

- Participate in Tool Box Safety Talk sessions and provide input to topics where required.
- Sign in on the Tool Box Safety Talk form to demonstrate participation and attendance.
- Advise Supervisor if experiencing any difficulties with assigned tasks, or if assigned tasks are beyond perceived limitations or medically not capable of performing tasks.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Report to his or her Supervisor any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

PROCEDURE

The **Supervisor** will conduct weekly Tool Box Safety Talks with our workers using the Weekly Safety Talks Form (**5-1 - Form**). The Topics will be chosen by the **Supervisor** unless a topic specific to project is provided by the **Health and Safety Coordinator**. The **IHSA Concrete Finishers Health and Safety Manual (5-2 – Document)** can be used to conduct Tool Box Safety Talks.

Weekly Safety Talk Form (**5-1 - Form**) must be completed by the **Supervisor** or a competent designated person and all in attendance must sign in on the Weekly Safety Talk Form. The completed Weekly Safety Talk Form must be kept in the site safety file and provided to the **Health and Safety Coordinator** at the end of the project or as requested through the duration of the project.

The **Supervisor** will instruct the Subcontractors Management/ Supervisors to conduct Safety Talks on a weekly basis as a minimum or more frequently if deemed necessary. Weekly Safety Talk Forms (**5-1 - Form**) will be provided to record attendance and topics reviewed.

The Topics will be chosen by the **Subcontractor** unless a topic specific to project is provided by the **Supervisor** at which time the **Subcontractor** will be required to use the provided topic and/or attend a Tool Box Safety Talk provided by Worker.

DISTRIBUTION

The Subcontractor will be required to provide the **Supervisor** documentation related to the Tool Boxes Safety Talk.

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Tool Box Talks conducted by the **Supervisor** or the **Subcontractor** will be maintained for review.

RECORDS

Tool Box Safety Talks will be retained on file (site specific) for a period of Five years after project completion.