URBAN JUNGLE CONTRACTORS, LTD

Toolbox Talk

Weekly Jobsite Safety Meeting

 # 2012-02

PROJECT:	
CLIENT/OWNER:	WEEK ENDING:
FOREMAN:	SIGNATURE:
CREW NAMES:	CREW SIGNATURES:
SAFETY FACTORS ON CURRENT PROJECT:	

Chain and Sling Safety

Chains, slings, shackles, and hooks are used to connect a load to be lifted to the lifting device (crane, bucket, boom, or forklift). A substandard or faulty chain or sling that fails during use can severely injure or kill a person instantly. It is critical that all equipment used in lifting operations conform to its specifications at all times.

Checkpoints and Safety Tips

» NEVER stand directly underneath a load—do not blindly trust that a sling or chain will support the load without fail.

» NEVER: modify or improperly use chains, slings or hooks; use them only for their intended purpose.

» Keep a 20 foot distance from the load if using a tag line.

» Always fasten the sling or chain to a rigid, fixed point on the load. In some cases, temporary eye-hooks may be fastened to the load.

» While hoisting and carrying the load, always try to ensure it is centered. This will help minimize an awkward center of gravity or shift of the load which could increase strain on the chain or sling.

» To avoid inadvertent slipping of the rigging hardware during a lifting operation, all the hooks that are used in the hardware should have a clasp hook.

» Inspect the condition of the chains and slings for link damage, cracking, separation, fraying, etc.

» Some slings are designed so that any exposed red material means the sling should be replaced.

» Understand the rated load for the chain, sling or hook. Hooks are usually stamped accordingly. If you cannot read the rated load tag on a sling, take the sling out of service.

» Make sure there is a routine inspection checklist or preventive maintenance program established for the chains and slings in your work area. •

URBAN JUNGLE CONTRACTORS, LTD

Toolbox Talk

Weekly Jobsite Safety Meeting

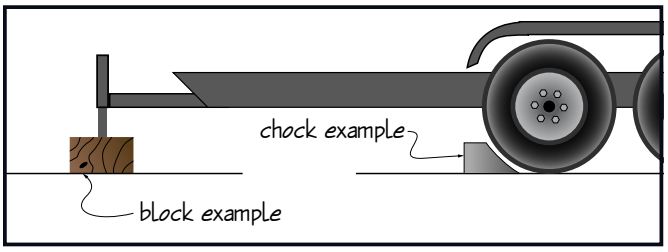
-20124

Chock and Block

PROJECT:	
CLIENT/OWNER:	WEEK ENDING:
FOREMAN:	SIGNATURE:
CREW NAMES:	CREW SIGNATURES:
SAFETY FACTORS ON CURRENT PROJECT:	

Effective chocking and blocking practices are important to operator and public safety, and for avoiding unnecessary costs due to damages. A trailer or other mobile equipment moving uncontrollably can have devastating consequences.

Both **chocks** and **blocks** serve a similar purpose; that is, to **prevent mobile equipment from inadvertently moving**. Chocks are wedge-shaped and slide tightly underneath and behind the wheels. Blocks are used to prevent elevated attachments or implements from falling or lowering unexpectedly.



Guidelines for Effective Chocking and Blocking:

» Attempt to park the equipment on the flattest surface whenever possible.

» Before parking, inspect the ground for voids, loose surfaces, and other deviations. Avoid these conditions where possible.

» In addition to chocking and blocking, use other methods, including the parking brake, parking in gear or turning the wheels into a curb or berm to secure a trailer or equipment.

» The chock should be large enough to prevent mobile equipment from rolling over it.

» Always lower any attachments or implements to the ground. If an attachment or implement cannot be completely lowered, use suitable wooden blocks to shore up the attachment and prevent it from falling unexpectedly.

» First, chock the wheels or tracks on whichever axle is below the center of gravity of the machine or vehicle, and always on the downhill side of the wheels. If there is a high degree of risk, chock all wheels on all axles.

» Be sure to chock the rear wheels if a forklift or other powered industrial equipment will be loading or unloading the trailer in any manner.

» Do not unhook trailers or equipment without chocking the wheels first.

» When placing chocks and blocks, remember to use proper lifting techniques and avoid pinch points to avoid injury.

The heavier the mobile equipment, the lesser the slope required for it to begin to roll. •

URBAN JUNGLE CONTRACTORS, LTD

Toolbox Talk

Weekly Jobsite Safety Meeting

-20126

PROJECT:	
CLIENT/OWNER:	WEEK ENDING:
FOREMAN:	SIGNATURE:
CREW NAMES:	CREW SIGNATURES:
SAFETY FACTORS ON CURRENT PROJECT:	

Housekeeping & Organization

Good housekeeping gives a desirable, visual representation of how we manage our homes, automobiles and work areas. However, the benefits of good housekeeping in the workplace go much further than the simply visual benefits. **Operator safety**, **process efficiency**, **product and service quality**, and **cost management** are some of the significant **benefits of an effective housekeeping and organization process**. When conducting day-to-day work always remember and try to abide by the policy that **there should be a place for everything and everything should be in its place**.

Listed is a process and some important guidelines to help establish a clean, organized, safe and efficient work area:

» Never keep old, outdated or damaged tools, equipment or supplies in the work area. The work area should only have what is needed to perform the work.

» Ensure adequate cleaning supplies are available to the work area or vehicle at all times. These supplies should be readily available so cleaning can occur at any opportunity.

» Locate supplies, tools and materials so those used hourly or daily are very close. Likewise, those used monthly, quarterly or annually need not be so close and should be moved away to not clutter the work area.

» Avoid cabinets with doors and drawers. This type of storage doesn't allow visibility to the contents. The goal is to visually control supplies and inventories. Consider slanted shelving with a rim on the bottom. Doing this will prevent objects from being set on shelves and collecting dust. Remember…"**A Place for Everything and Everything in its Place**."

» Label and color-code as much as possible. This removes errors in interpretation. Try to create visual management of the work area. Signage, floor and traffic markings, labels with large letters, and light stacks (ex. green, yellow, red) are all good examples.

» Ensure there are adequate containers and locations for waste that is generated from the work.

» Lastly, establish a schedule to routinely clean, replenish supplies and audit the area. Verify everyone who uses the work area understands the rules and complies accordingly. Establish an auditing process with management personnel to assist in your success. •

URBAN JUNGLE CONTRACTORS, LTD

Toolbox Talk

Weekly Jobsite Safety Meeting

-20128

High Pressure Air

PROJECT:	
CLIENT/OWNER:	WEEK ENDING:
FOREMAN:	SIGNATURE:
CREW NAMES:	CREW SIGNATURES:
SAFETY FACTORS ON CURRENT PROJECT:	

General Information

There are several safety concerns and risks when using high-pressure air without adequate safety controls and precautions. High pressure air can cause severe accidents if not handled properly. Foreign objects being blown into the eye and lacerations due to whipping hoses are the most common air pressure related injuries. High-pressure air can also produce sustained high noise levels, which may require proper hearing protection to be worn. A less common, but very dangerous hazard may occur when air is injected into an open wound or sore. This can cause an air embolism and obstruct blood flow to the heart, resulting in cardiac arrest or heart failure. An injury of this type can be fatal in extreme cases.

Observe these safety tips while working with high-pressure air:

» Wear the proper PPE. Eye protection should always be worn because there is a risk that particles or debris can be blown into the eye. Hearing protection is also used if there is a consistent hissing or whistling of air leaks.

» Use regulated air wands (commonly known as air guns). The Occupational Safety and Health Administration requires air wands to release no more than 30 pounds per square inch. Compressed air should not be used to blow dirt and debris from oneself or a dirty surface. Brushing and sweeping is always the safest option. The air wand must be equipped with a safety nozzle to divert air from the tip when the tip is blocked. This prevents air injection injuries.

» Fix or repair faulty hoses, air lines and junction points. A good practice to develop is to shut down all surrounding equipment in the work area and listen for the 'hissing' of the air. This will identify where an air leak has formed so the leak can be repaired.

» Do not engage in any type of horseplay with high-pressure air.

» Frequently audit the condition of the pump, pressure gauges and oil regulators. Erroneous readings on gauges and substandard condition of the pump can create significant safety hazards.

» Always de-energize the equipment before working on any high-pressure air systems. Make sure all pressure has dissipated before starting any work. •

URBAN JUNGLE CONTRACTORS, LTD

Toolbox Talk

Weekly Jobsite Safety Meeting

-20129

PROJECT:	
CLIENT/OWNER:	WEEK ENDING:
FOREMAN:	SIGNATURE:
CREW NAMES:	CREW SIGNATURES:
SAFETY FACTORS ON CURRENT PROJECT:	

New Work Site Checklist

General info

This Tool Box Talk has been developed as a guide to give the reader an idea of the various criteria that should be checked or reviewed before starting work at a new site. A new work site can be defined as:

» An empty piece of ground or building where new construction is occurring or new processes are being installed

» An existing work area that is new to a recently hired or transferred employee

Checklist before starting work at a new site

_ Before digging or excavating, always know what lies underground. Verify there are no power or water lines, nor contaminated ground due to spills or waste disposal.

_ Inspect the condition of equipment. Verify machine guarding is in place, emergency stop devices are working, and the equipment is in overall safe operating condition. Know how to start-up and shut down equipment.

_ Verify and understand evacuation or escape routes in the event of a weather event or disaster.

_ Inspect the floors or ground for uneven areas or holes that could cause trips, spills or tip-over of equipment.

_ Inspect high-walls, vertical surfaces and overhangs, including power lines, for loose or potentially falling objects and low clearance zones.

_ Understand the Personal Protective Equipment requirements of the new job

_ Review the Material Safety Data Sheets for any hazardous materials that are used.

_ Understand the names and roles of personnel in the new work area. Identify the area's emergency response personnel if possible.

_ Review job-specific hazards (slips, trips, burns, pinch-points, etc.) and any associated Standard Operating Procedures and Operating Manuals.

_ Verify adjacent processes, neighbors and other nearby stakeholders are aware of the work to be performed at the new work site.

_ Verify all signage and industry-specific markings and hand signals are understood.

_ Understand traffic rules; know right-of-way policies, speed limits and other guidelines. •

URBAN JUNGLE CONTRACTORS, LTD

Toolbox Talk

Weekly Jobsite Safety Meeting

-201210

Operator Visibility Around Heavy Equipment

PROJECT:	
CLIENT/OWNER:	WEEK ENDING:
FOREMAN:	SIGNATURE:
CREW NAMES:	CREW SIGNATURES:
SAFETY FACTORS ON CURRENT PROJECT:	

On projects with limited access, and narrow travel corridors, there are frequently instances where it is nearly impossible for an operator to see a person on the ground standing next to the equipment. An operator must always remain patient and cautious, but especially so on these types of projects. Never proceed or use reverse to back into an area without knowing what is there.

Listed below are some of the more common safety practices to help improve operator visibility.

Before operating at the worksite:

» Know the locations where personnel commonly work or gather. Understand where the restricted zones are located.

» Identify traffic hazards, poor road conditions, obstructed intersections and areas where the equipment will be operating in reverse (parking, loading and unloading locations).

» Use a spotter at all locations where it is impossible for the equipment operator to verify it is safe to proceed. As a reminder, do not operate in a work area if it is not clear of vehicles, other contractors, or obstructions.

» Ensure personnel in the work area are wearing clearly marked reflective vests.

Tips for improving operator visibility:

» Make sure windows are clean and unobstructed.

» Verify mirrors are clean and in a position to provide the best visibility to the ground, to the wheels of the machine, and to other equipment or objects.

» While sitting in the cab, identify the areas of limited visibility and what level of risk each presents.

» Ensure the back-up alarms, horns and other audible controls are working.

» Routinely inspect the condition of windshield wipers and replace when signs of deterioration exist. •

URBAN JUNGLE CONTRACTORS, LTD

Toolbox Talk

Weekly Jobsite Safety Meeting

-201211

PROJECT:	
CLIENT/OWNER:	WEEK ENDING:
FOREMAN:	SIGNATURE:
CREW NAMES:	CREW SIGNATURES:
SAFETY FACTORS ON CURRENT PROJECT:	

Horseplay

General Guidelines

Horseplay and practical jokes are activities that usually start out with harmless intentions but can easily result in serious injury. Using tools or equipment in a manner for which they weren't designed can create unsafe situations. Review the following tips and guidelines to help ensure a safe and productive work environment.

» Do not disable or circumvent safety controls on equipment or machinery in any way.

» **Do not purposely startle someone**. Doing so could create a reaction where the person could fall into equipment or get a limb caught in a pinch point, among other injuries.

» Do not use equipment for any purpose other than what it was designed to do.

» Do not play practical jokes on people.

NOTE: Horseplay can be interpreted as a form of hostile work environment. In many states and countries, there are laws and regulations that protect the worker from these environments. Do not lose your job for the sake of playing a joke or engaging in horseplay. Always understand company policies related to horseplay and hostile work environments.

» Do not use materials and supplies for anything other than their intended use. Once again, these materials are rated to perform under certain specifications. If they are used in a manner where there are excessive loads, temperatures, pressures, etc., then they can become unsafe. •

URBAN JUNGLE CONTRACTORS, LTD

Toolbox Talk

Weekly Jobsite Safety Meeting

-201212

PROJECT:	
CLIENT/OWNER:	WEEK ENDING:
FOREMAN:	SIGNATURE:
CREW NAMES:	CREW SIGNATURES:
SAFETY FACTORS ON CURRENT PROJECT:	

Excavations and Pits

According to the U.S. Occupational Safety and Health Administration, the **fatality rate for excavation work is 112% higher than that of general industry labor**. Trench walls collapsing and crushing employees from the weight of the soil is the largest single cause of death. However, there are other extremely dangerous hazards including inhalation of toxic fumes or lack of oxygen, drowning due to water bursts or bad weather, electrical shock or explosion due to underground utilities, among others.

Extreme caution and patience needs to be used when working in and around pits and excavations. Safety precautions and controls need to be implemented and observed at all times.

Excavation and Pit Safety Tips:

» **Call the proper utility companies** before any digging.

» **Wear proper PPE**, including protective hardhat, eyewear and footwear.

If the excavation will be greater than 5' in depth:

» **Barricade the outside perimeter** with regulatory approved barriers such as fencing or concrete barricades. Post safety signs at key locations.

» Do not enter the excavation unless the **side walls are stabilized by a protective system**. Inspect the soil type and secure the side walls with props and shoring materials made of wood and/or metal, as needed. In most cases, a professional engineer should be involved in the design approval process.

» Establish a safe means of access and egress. Do not jump into a pit.

Complete the excavation work as soon as possible and back-fill to minimize exposure to these safety hazards.

» Know the location of water sources and what the drainage patterns will be in case of an inadvertent leak, pipe burst or weather emergency.

» Develop an emergency response plan that includes provisions for extreme weather, evacuation routes and communication plans.

» If large objects are lowered into the excavation, avoid locations where you could get pinned or crushed.

» Do not perform any excavation activity with heavy equipment while people are in the pit and their safety is at risk. Remember, heavy equipment can vibrate the ground and de-stabilize walls. •