



SITE SAFETY MEETING - TOOL BOX TALK

Storage & Staging of Construction Materials

Storing construction materials properly on site is an important part of job safety. Materials are always being delivered to the site and you may be the one asked where it goes. If your supervisor or person normally receiving deliveries is not around you may need to make the call. When this happens, you should ask yourself some questions like where will the materials be used? How will it be moved? Will it be in the way of your work, the work of others, or blocking an exit or travel way? Will the materials be secure from falling and protected (if needed) from the elements? These are important questions because materials stored in the wrong place could create serious safety hazards.

Some Guidelines for Storage Areas

Think about these things when you're choosing an area to store materials:

- If you're going to move materials with a forklift or heavy equipment you'll need enough room for the machine to maneuver safely.
- If you're using a crane think about overhead clearance and hazards such as power lines.
- If you're going to move it by hand, make sure you can access it without hurting your back. You should be able to get close to the load without stretching.
- Always provide adequate room around stored materials to access materials safely.
- Make sure storage doesn't block access to or from an exit like at the foot of stairs or in front of doors. Never block exits; you never know when an emergency will come up and you will need to get out quick.
- When storing materials think of the other trades. Store your materials in areas that will not block access to another contractors work.

Secure all stored materials.

- If on a pallet, be sure it's stacked so it will not fall over when accessed or moved with a forklift.
- If moving by hand and materials not secure could fall on you from the stack.
- Hard hats, proper work shoes and other PPE will help protect you, but keeping materials properly stored and secure is the best way to prevent accidents and injury.

Keep storage areas clean:

- Supplies like lumber, pipe and fixtures are not the only material on the job you need to worry about. Trash generated on site is another safety problem. Scrap materials and trash should be picked up and disposed of as you go or be part of your daily routine. Good housekeeping on a jobsite not only prevents accidents but makes everyone's job easier.
- All storage areas should be kept clean to prevent falls. Worker traffic on the jobsite can be as busy as a city intersection, so make sure your stored material does not cause an accident or a traffic jam.

We all work with stored material on the job at one time or another and need to make sure all material is handled properly and secured. Remember to think ahead and you may help prevent an accident or serious injury.

Questions to start discussion

1. What are some questions that you should ask yourself before deciding where to store materials?
2. What areas would not be a good place to store materials?
3. What are some of the hazards to watch out for when working around stored materials?
4. Why do you need to keep the worksite free of trash and waste materials?
5. What materials are improperly stored on your job now?

Source of Tool Box Talk Topic: National Association of Home Builders (NAHB) (2-2-06)

Meeting Notes:

Employee Comments / Concerns: _____

Other Safety issues to be addressed on the job:

Training Record: Date: _____ Jobsite: _____ By: _____ Title: _____

Employee Name	Emp #	Signature	Employee Name	Emp #	Signature
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Tool Box Talks are employee safety meetings designed to serve as 15 minute on-site training sessions focused on key topics relative to your work. Site superintendents or foremen are responsible for holding meetings each week usually during a morning break. This important segment of your general safety program encourages open discussion on the topic of the week and allows employees to share their experiences about accidents and safe or unsafe work practices. Recordkeeping is mandatory and all involved must sign off on each session.

Topics for your company could include: electrical safety, excavation and trenching safety, fall protection, scaffold safety, stairway and ladder safety, hazard communication, fire safety, personal protective equipment, tool safety, materials handling, etc.

Sample Tool Box Talks are provided compliments of the Safety Committee of **the Hartford County Homebuilders Association** in cooperation with the credited source of this Tool Box Talk.

Tool Box Safety Talks can be purchased from the National Association of Homebuilders 1-800 368-5242, www.nahb.com or may be available through your business insurance provider. For more information on Tool Box Talks contact the HBA office 860 563-4212.

BUILD SAFELY – THINK SAFETY