



## SITE SAFETY MEETING - TOOL BOX TALK

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# Types of Fall Protection

Sometimes the way we have to protect ourselves on the job is more than guardrails and personal fall arrest devices. Sometimes there are other hazards that may not be as obvious at first. The hazards that we get used to are the ones that can hurt us the most. It's important to remember that we need to always look around the job for fall hazards and then make sure we use the right ways to protect ourselves.

## **COVERS**

**Following these rules is the best way to make sure no one accidentally falls into floor holes and openings.**

- Whenever open holes exist, like where skylights or ductwork will be placed, covers should be used.
- The covers must be able to support at least twice the weight that would ever be placed on it by workers, equipment or materials. Usually this means that plywood is probably not strong enough. If you are not sure if the material you're using is strong enough, ask your boss.
- The covers must be fastened down to prevent them from being moved accidentally or during cleanup.
- Also, make sure the cover is clearly marked as a "hole" or "cover". Spray paint on the cover usually works just fine.

## ***Falling Objects***

When you're thinking about fall protection don't forget this includes making sure nothing falls **on** you. One method to protect your head from getting hit by falling objects is to use toe boards. The toe board is part of your guardrail system that should be installed near all open floor and wall openings. It's a rail placed at the walking / working surface level. It's a good work practice to fasten the toe board to the same support as the top rail or mid-rail. On some specially designed guardrail boots, the toe board simply slides into the boot.

The toe boards are required to withstand a force of 50 pounds and are generally made of 2 x 4's. If there are times when supplies or material will be stored higher than the toe board, place a screen or panel at least as high as the stacked material. Another option is to make sure that you don't store anything higher than a couple of inches near the edge of an open space. Either way you need to make sure that no one gets hit by a falling object.

**Types of Fall Protection**

When material or equipment is stored on the roof during roofing work, it should be at least 6' away from the edge of the roof edge unless guardrails are put up at the edge. Tiles for roofs can be stored closer to the edge to protect the roof.

Good housekeeping helps make a jobsite safer from falling objects. If materials and trash are cleaned up and tools are put in tool boxes and storage areas, the chances of something falling on your head is less than before. What you do could mean someone else gets hurt, so keep on the lookout for falling objects and materials stacked too close to the edge of the work area. If we all work together, then we can work safe on the job.

***Questions to start discussion***

- 1. What is the right way to protect a floor hole like an HVAC opening?*
- 2. When should you wear a hard hat on this job?*
- 3. When you store materials on the roof, how far from the edge should they be?*
- 4. When should you install toe boards?*

(Source: NAHB Tool Box Safety Talks 6-1-05)

**Meeting Notes:**

Employee Comments / Concerns: \_\_\_\_\_

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Other Safety issues to be addressed on the job: \_\_\_\_\_

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**Training Record:** Date: \_\_\_\_\_ Jobsite: \_\_\_\_\_ By: \_\_\_\_\_ Title: \_\_\_\_\_

Employee Name	Emp #	Signature	Employee Name	Emp #	Signature
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**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 Home Builders Association of Hartford County. For more information on Tool Box Talks contact The HBA office 860 563-4212. *Tool Box Safety Talks* can be purchased from the National Association of Homebuilders 1-800 368-5242, [www.nahb.com](http://www.nahb.com) or may be available through your business insurance provider.

**BUILD SAFELY – THINK SAFETY**