



## SITE SAFETY MEETING - TOOL BOX TALK

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### Hoisting, Moving & Placing of Construction Materials

Hoisting, moving & placing construction materials is common task performed daily on almost every construction site.

Typically, construction materials such as lumber, trusses, pipe, sheeting, roofing, pre-cast concrete, brick, etc. are moved with the help of hoisting equipment. This includes the use of forklifts, loaders, excavators and cranes and this type of equipment can be the most dangerous used in construction. It is important that you use the proper equipment for the job and are trained in the operation of the equipment. Workers involved with the task should be trained in recognizing the hazards associated with the work and always take the necessary precautions to ensure the safety of themselves as well as everyone working around them.

Lifting and moving loads will usually require the use of slings or chains. It is very important to inspect the sling or chain for damages. Make sure it is tagged properly, the proper length and is rated for the capacity of the load to be lifted.

Some loads can be properly lifted, moved and placed without guidance from ground personnel. Other loads require the use of TAG LINES to assist with control and guiding of the load. Watch for the danger of unstable loads that could shift toward you or others. When in doubt stop and take the necessary steps to adjust the load or consider alternative methods of moving the load if there is a chance that personal injury or property damage may occur.

Communication between the equipment operator, tag line person and the ground guide is very important; all should know and use the same directional "signals" to avoid confusion and accidents.

Special training, certifications and/or licensing is required to operate cranes and some of the other lifting equipment. It is important to comply with OSHA Safety Regulations.

#### **SAFETY REMINDERS WHEN OPERATING OR WORKING AROUND HEAVY EQUIPMENT**

- Operators - keep a watchful eye for workers or others that may "appear from nowhere" without warning.
- If you are working on the ground never assume you are seen; stay in clear view and maintain eye contact with the equipment operator.
- Keep the work zone clear of non-essential workers or bystanders.
- Never ride or work in, under or on equipment buckets, platforms or loads.
- Don't walk around or get into blind spots of working equipment.
- Keep a safe distance between the equipment tires, tracks, buckets, booms, forks and pinch points.
- Watch for obstructions both overhead and underground.

#### **SOME SAFETY PRECAUTIONS WHEN HOISTING AND MOVING LOADS**

- STAY CLEAR OF OVERHEAD POWER LINES – no closer than 10' and 20' with higher voltages
- Stand clear of loads being lifted, moved, lowered or placed.
- Never hold or steady a load if it puts you in an area where you are exposed to hazardous conditions.
- Tag lines must be used to steady or direct materials, equipment or loads unless their use creates an unsafe condition
  - Use taglines when working in close proximity to hoisting equipment or loads. Tag lines must be long enough that the person is clear from the dangers of the load, equipment or other hazards.
  - Hold the Tag Line securely but never wrap the line around any part of your body or extremity.
- If the load being lifted can be done safely without a tag line or other means of stabilization stand clear of the load and the equipment until the hoisting operation has stopped and the load lowered safely in place.
- Never stand or work under suspended loads or buckets.
- Properly prepare the work area to support the equipment being used.

Refer to *OSHA 1926 Construction Regulation Book* or on the web at [www.osha.gov](http://www.osha.gov) for detailed information.

**Questions for Discussion:**

- What are some of the safety rules to observe when working around heavy equipment?
- How do the operator and ground guide communicate when hoisting or moving loads?
- How would you determine what chain or sling to use?
- What is a TAG LINE?                      How is it used?                      How should a TAG LINE be held?
- What are some of the safety precautions to take when hoisting and moving loads?
- Where should you look for more information the requirements of hoisting and moving loads?

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Content and Intent of this Tool Box Talk: The loss prevention information described in this *Toolbox Talk* is general information only and provided as a guide as to how to identify and help avoid risk or injury to employees and property. Such information is not intended to meet any particular federal, state or local health or safety law or regulation. It does not aim to be complete or to negate or substitute any safety policy, inspection, OSHA Regulation presently in place. HBA its staff, volunteers and insurance provider and subsidiaries do not warrant that all risks can be controlled or insured against, or that such risks are covered under the insurance policies in place at any point in time. Dated 6-1-06

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**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	Employee #	Signature	Employee Name	Employee #	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](http://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.

