



SITE SAFETY MEETING - TOOL BOX TALK

Working Alone in Construction

In construction, situations sometimes develop where people must work alone. The work location may be in a populated area or in a remote area. The greatest risk to working alone is that no one is available to assist if the lone worker becomes sick, injured, entrapped, or unconscious. Even when other people realize that someone is missing, it may be difficult to locate the incapacitated person. Planning and communication become critical components to the success of the operation. Here is a checklist of issues to consider when preparing to work alone.

Planning

Before starting, determine if there is a better way to accomplish the remote task.

Inspect the jobsite to identify and eliminate any potential or actual hazards.

Provide any needed personal protective equipment, and instruct the worker(s) in its correct use.

Provide any needed protective clothing, and instruct the worker(s) in its correct use.

Review all safety and work related procedures with everyone involved.

Establish a system that requires the remote worker to check in on a scheduled basis.

Establish a response procedure to follow should a problem develop. Practice a response.

Communication

Establish a method of checking on the remote worker(s).

Be sure that the check-in schedule is clearly understood by everyone on both ends.

Make sure all communication equipment is in good working order.

If contact is made by two-way radio or cellular phone; make sure the transmission is not impaired.

If contact is made by telephone or cellular phone, post the contact person's number.

Be sure that the contact person understands the hazards of the work and schedule.

Be sure that the contact person knows how to respond if a problem develops. Common sense will help to determine whether a job should be done by someone working alone.

Questions to start discussion

1. What are workers greatest risks when working alone?
2. What are the two critical safety components of successfully accomplishing work tasks alone?
3. Before working alone, what are some of the *Planning* issues to consider?
4. What are the *Communication* issues to consider when preparing to work alone?

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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
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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 Hartford County Homebuilders Association. 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 or may be available through your business insurance provider.

BUILD SAFELY – THINK SAFETY