



SITE SAFETY MEETING - TOOL BOX TALK

PERSONAL PROTECTIVE EQUIPMENT

PROTECTING YOUR SIGHT & HEARING

Depending on the weather, we protect ourselves with different types of clothing. Similarly, work conditions call for the use of different types of personal protective equipment (PPE) such as ear plugs, safety glasses, goggles and hard hats to protect us from personal injury on the job. This talk is about hearing, eye and head protection.

Hearing protection - Constant exposure to loud tools and equipment on the job such as drills, power actuated tools, pneumatic nailers, grinders, etc. can cause long-term or permanent hearing loss. ***If you are working next to a co-worker and have to shout so he can hear you, you probably need hearing protection.***

One way to avoid hearing damage is the use of ear plugs or ear muffs. Use ear protection per the manufacturer's directions. If worn properly, both ear plugs and ear muffs can reduce noise levels and protect your hearing. Ask your supervisor for hearing protection when needed.

Eye protection - It is important to protect your eyes with the proper PPE such as safety glasses. Having safety glasses in your pocket isn't enough...you need to wear them. You should use the proper eye protection when using saws, pneumatic nailers, grinders, sanders, etc. or any time there could be flying materials. If you're working around someone using tools, you too should protect your eyes. Pay attention to those quick jobs that will only "take a minute" - they can be the most dangerous. No matter how small the job, short cuts can lead to eye injury. ***When in doubt wear your eye protection!***

Glasses & Goggles - The most common type of eye protection is the use of safety glasses. They are available in many styles but generally they all do the same thing – they protect your eyes! Safety glasses have side protection and puncture resistant, shatter proof lenses. Lenses can have different shades depending on the hazard. If you wear prescription glasses you can either buy prescription safety glasses or wear safety glasses over your prescription glasses. Safety glasses as with all PPE must meet OSHA requirements with regards to the use on the job.

Welding lenses are different than safety lenses that protect against impact because they also keep harmful rays from damaging your eyes.

Use goggles when working with hazardous materials that could splash or spray. Some goggles have anti-fog lenses and some are not made to take impact. Be sure you have and wear the proper eye protection for the job.

PROTECTING YOUR HEAD

Head Protection - If you ride a motorcycle, you wear a helmet to protect your head in case of an accident and the helmet is PPE. On the jobsite the proper PPE for your head is a **HARD HAT**. Overhead jobsite hazards are everywhere. Although every task you do may not require the use of a hard hat, it's better to wear it all the time so you know you're protected. Head injuries are very serious and a single blow to the head from falling materials or a tool can cause serious injury or death. Hard hats are also designed to protect you from objects that fly at you too such as nails from a pneumatic nailer.

Hard Hats are made up of two basic parts: the **SHELL** and the **SUSPENSION**. These parts rely on each other to provide full protection.

The SHELL protects you from the actual impact of a falling or flying object. It's designed to take the hard knocks that can occur on a construction site. The shell can be tested to make sure it's in good condition by holding the rim of the hat on opposite sides and push them together gently. If the hat cracks or pops then it is time to replace it. **DO NOT MODIFY THE HARD HAT** in any way (drill holes in it, wear backwards, etc.) as that will reduce its strength and effectiveness. When in doubt of the condition or if the shell takes a tough hit ask your supervisor for a replacement hat.

PPE (continued)

The Suspension acts as the shock absorber for the hard hat shell. Of equal importance to the integrity of the hat, the suspension is made to be the shock absorber or cushion for your head. The headband is adjustable in two areas for comfortable fit: the clip, which is more permanent, and the ratchet that can be adjusted while the hard hat is on your head. Sweatbands can be attached to the headband for hot days. Other attachments include face shields, goggle clips and ear muffs. Hard hats are for your protection on the job. Wearing a hard hat may take a few days they get used to but it quickly becomes routine and like wearing your seat belt, you may even feel uncomfortable when not wearing it. (Your company may have policy on the use of hard hats and PPE or refer to OSHA regulations for more specifics.)

There are many hazards on the job and the use of PPE is necessary to help prevent injury. The company will supply your protective equipment to do the job, but it's your responsibility use it and to properly care for it. Damaged or broken safety equipment may not properly protect you. Let your supervisor know when any of your safety gear needs to be repaired or replaced because you never know when your life will depend on it.

Questions to start discussion...

1. *Who should wear eye protection?*
2. *When should you wear safety glasses? Goggles?*
3. *What kind of materials do we use that can harm your eyes?*
4. *What PPE should be used to protect your hearing? When?*
5. *What is an easy way to determine if there is too much noise where you are working?*
6. *When should you wear your hard hat?*
7. *Can anyone show me how to inspect the hard hat?*
8. *Has anyone here ever been hit in the head on the job with or without a hard hat?*

Tool Box Talk Topic Source: National Association of Home Builders (NAHB) Sept 2005

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 (PPE), 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