



SITE SAFETY MEETING - TOOL BOX TALK

Working Safely Around Floor and Roof Openings

Workers' falls through unprotected floor and roof openings cause many deaths and serious injuries, as well as damage to valuable equipment and machinery.

These preventable accidents happen when:

- ⌚ Workers pick up a piece of plywood covering a floor or roof opening to use it somewhere else; the worker will pick up the end or side of the sheet to get under it to lift it, and then fall into the hole.
- ⌚ Workers step onto pieces of tarp, cardboard, or paper laid down to cover floor or roof openings, not knowing that these pieces are covering holes, and fall through the openings.
- ⌚ Workers drive forklifts or other equipment over pieces of plywood, tarp, cardboard, or paper, not knowing that these cover floor openings, and fall right in.

These guidelines will help prevent needless accidents:

- ⌚ Use guardrails to protect floor and roof openings. (Guardrails are the preferred method of protection.)
- ⌚ If guardrails are impractical, make sturdy covers of planks, plywood, or steel plate. Do not use paper, tarp, cardboard, etc.
Ensure that each cover is strong enough to support any anticipated load.
- ⌚ Fasten the cover securely so that it cannot be easily removed. Use cleats on the underside of the cover that fit inside the hole; this will prevent sliding.
- ⌚ Paint the cover a bright color so that it will contrast with its surroundings.
- ⌚ Include a conspicuous warning, such as: **Danger! Floor Opening! Do Not Remove!**
- ⌚ Let workers know where the floor or roof openings are located, and be sure that everyone knows that these covers protect them from falling through openings in floor or roof.
- ⌚ Instruct workers never to walk or drive over any piece of paper, plywood, tarp, or cardboard which has been placed on the floor or roof.
- ⌚ When your employees are working at other sites, remind them that unmarked or unprotected floor opening covers may be present, and that they should take extra care in walking or driving through the work area.

Falls claim far too many good workers, for no reason. Keep all floor opening covers in place and secured.

Questions to start discussion

1. What are typical situations where you could unexpectedly fall through a roof or floor opening?
2. What is the preferred safety measure of protecting a roof or floor opening?
3. What type of materials should and should not be used to cover an opening?
4. What warnings should be posted at covered and protected openings?
5. What should you communicate to other workers regarding protected openings?

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CFLC 96 Working Safely Around Floor and Roof Openings *This document is provided for information purposes only. It is not intended to be a substitute for individual legal Counsel or advice on issues discussed within. Readers seeking resolution of specific legal issues or business Concerns related to the captioned topic should consult their attorneys and/or insurance representatives. For more information, contact your local Hartford agent or your Hartford Loss Control Consultant. Visit The Hartford's Loss Control web site at <http://www.thehartford.com/corporate/losscontrol/>*

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