



Company _____ Job Name _____ Date _____

Maine Chapter

Weekly Tool Box Talk: **QUICK SAFETY REVIEW**

An inspection determines whether safety violations or hazards exist on the jobsite. Step one is determining which safety standards apply to conditions, work practices, tools, equipment, and operations. And don't forget that shops, warehouses, storage vans/sheds/trailers/vehicles, offices, and other company facilities should also be inspected for potential safety hazards. As you read the following checklists, make note of the areas where hazards exist and the steps to correct the hazards.

Jobsite Information

- Are OSHA jobsite warnings posted?
- Do you attend safety meetings?
- Have you had first-aid training?
- Where are emergency numbers posted?

Housekeeping & Sanitation

- Is there a receptacle for trash disposal?
- Is there adequate lighting?
- Are nails removed from lumber?
- Are oil and grease spills controlled?
- Is drinking water available? Tested?
- Are disposable cups available?

Fire Prevention

- Has there been a jobsite fire drill?
- Are fire extinguishers available? Where?
- Is the fire department's number posted?
- Are "NO SMOKING" signs posted?

Motor Vehicles

- Are vehicles regularly inspected and maintained?
- Are operators properly licensed?
- Are local, state and federal laws observed?
- Do brake lights and warning devices work?
- Are weight limits and load sizes controlled?
- Do all riders have seats?
- Are fire extinguishers installed?

Barricades

- Are floor openings covered or barricaded?
- Are roadways and sidewalks protected?
- Is there adequate lighting?
- Is traffic controlled?
- Do barricades/cones meet state requirements?

Electrical Installations

- Are ground fault circuit interrupters available?
- Are electrical boxes quipped with covers?
- Are only 3-wire-type extension cords used?
- Is fire extinguisher for electrical fires available?
- Is all exposed wiring insulated?

Ladders

- Have ladders been inspected for damage?
- Are ladders in trenches within 25' of workers?
- Are ladders secured to prevent slipping and falling?
- Do you know that metal ladders are not to be used around electrical hazards?
- Do ladders in trenches extend at least 3-feet above the trench lip?

Scaffolding

- Is erection of scaffolding supervised by a competent person?
- Is scaffolding tied into a structure?
- Are workers protected from falling objects?
- Is scaffolding plum, square, cross-braced?
- Are guard rails and toe boards in place?

Safety Recommendations: _____

Job Specific Topics: _____

M.S.D.S. Reviewed: _____

Attended by: _____

