



Company \_\_\_\_\_ Job Name \_\_\_\_\_ Date \_\_\_\_\_

Weekly Tool Box Talk: **Tricks of the Trade**

Know the purpose of each tool in your toolbox, and use each for the task it was designed to do. Keep cutting edges sharp. Before you lift anything think about the weight of the load. Too heavy? Get help, not hurt! When you do lift, bend your knees, hold the load close to your body and use your legs to lift. Be alert to eye hazards at your work site. Wear appropriate eye protection. On and off the job, protect your hearing by wearing the proper protection.

When working on straight ladders, use the four-to-one rule: position the ladder base one foot away from the wall for every four feet of ladder height. NEVER use the top two ladder rungs. ALWAYS observe no smoking signs -- they are there for your protection.

Lockout/tagout ensures that power sources have been temporarily turned off. You and ONLY YOU are responsible for removing your tag and lock when the job or repair is completed. ALWAYS wear your seat belt, it will save your life. Good housekeeping is a must. Clean up daily at the end of your shift. Plug power tools into grounded outlets that have ground fault circuit interrupters. Be sure that all electrical tools and extension cords are inspected and color coded quarterly. Before plugging or unplugging tools make sure the switch is in the off position. Watch out for pinch points! Do not remove guards or barriers.

ALWAYS wear personal protective equipment. Damaged or worn gear should be replaced at once. If you or someone you know suffers from heat exhaustion or cramps or heat stroke, get medical attention immediately. No horseplay on the job -- it's one of the primary causes of accidents. ALWAYS read a Material Safety Data Sheet before you begin a job using a chemical. Post emergency phone numbers near each job phone. Every second counts in the event of an accident or other emergency.

DON'T TAKE CHANCES! When in doubt ask your supervisor.

**SAFETY STARTS WITH YOU! IF YOU FOLLOW THE RULES YOU SHOULD BE ACCIDENT FREE**

Safety Recommendations: \_\_\_\_\_

Job Specific Topics: \_\_\_\_\_

M.S.D.S. Reviewed: \_\_\_\_\_

Attended By: \_\_\_\_\_

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