



ToolBox Talk Meeting Report

Date:		Site/Project:	
Division:		Supervisor:	

Topic for Review: Safe Work Habits Start with your Attitude

Frequent Hazards Experienced: (Check off items that are applicable to this talk)

- | | | |
|--|--|--|
| <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Safety Glasses | <input type="checkbox"/> Confined Spaces |
| <input type="checkbox"/> Hazard Awareness | <input type="checkbox"/> Safety Procedures | <input type="checkbox"/> First Aid |
| <input type="checkbox"/> WHMIS | <input type="checkbox"/> Actuated Tools | <input type="checkbox"/> Temporary Power |
| <input type="checkbox"/> OHS | <input type="checkbox"/> Hygiene | <input type="checkbox"/> Access / Egress |
| <input type="checkbox"/> Lock Out /Tag Out | <input type="checkbox"/> Scaffolds | <input type="checkbox"/> Temporary Lighting |
| <input type="checkbox"/> Fire Protection | <input type="checkbox"/> Elevated Work Platforms | <input type="checkbox"/> Ramps / Stairs |
| <input type="checkbox"/> Ladders | <input type="checkbox"/> PPE | <input type="checkbox"/> Material Storage |
| <input type="checkbox"/> Guardrails | <input type="checkbox"/> Welding/Cutting | <input type="checkbox"/> Regulations / Legislation |
| <input type="checkbox"/> Arc Flash | <input type="checkbox"/> Other: | |

Discussion Notes/Job Site Hazards to be Addressed/ Followed Up:

Please Retain Original on Site for your Records and contact HSE for any inquiries.



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Attendees:

Print Name	Initials
1.	
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Print Name	Initials
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Safe Work Habits Start with your Attitude

Having a positive attitude about safety is one of the most important elements to staying safe on the job. How you think about safety and what you do to promote safe work practices goes a long way in determining how your co-workers will act and how safe your environment is.

Certainly having a safe work environment is the responsibility of your employer. But the company can only go so far. For example, the company may provide the proper personal protective equipment needed for your work area, but it is up to you to wear it. The company may give you all the right tools to do your work efficiently, but it is up to you to use them in a safe manner.

Here are six important elements to acquiring and maintaining a good safety attitude that can help us all have safer work habits.

AWARENESS:

Pay attention. Stay alert to the possible hazards in your work area so that you can take steps to correct or guard against them. For example, if you see a spill, don't wait for the next person to clean it up. Report the spill if you are not sure what type of liquid it is, so that it can be cleaned up properly. Or, if you are sure it's water or a cup of coffee, take a few minutes to wipe up the spill yourself.

FOCUS:

Concentrate on the task(s) at hand. Distractions, boredom or fatigue can lead to an incident or another safety hazard such as a close call. If you feel your concentration slipping, take a short break. If a moment presents itself. Step away from the work to stretch the muscles in your arms and shoulders. If you feel ill and cannot do your job properly, report to your supervisor immediately.

STRENGTH:

Have the strength to do the right thing when it's not easier to do. Perhaps you have a few co-workers who feel that they have been on the job so long without anything happening to them, so they don't need to follow safety procedures. Is this sour attitude worth risking a serious injury? We are not saying it's easy, because it isn't when you have someone laughing at you, or calling you a "safety geek", but at the end of the day you want to go home in one piece. Follow safety procedures always.

PATIENCE:

Take the time to do things correctly every time – like always buckling your seatbelt and making sure your kids are strapped in properly, even on quick trips. It only takes a split second for something to go terribly wrong, especially on a busy road. Remember you may be thinking safely but perhaps the guy in front of you, or behind you is checking his email on his smart phone and is not concentrating on the road.

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RESPONSIBILITY:

Take responsibility for a safe work environment. Keep your work area free of hazards such as clutter on a desk or blocking emergency exits. For example, does that power cord really need to be snaking across your office floor where someone can trip over it, or perhaps it's time you reported that burnt out light bulb in the stairwell before someone trips and falls in the darkened area.

THOUGHT:

Stop to think before you act. An injury does not always occur because of bad luck. It occurs when someone decides – consciously or not – to take a chance. Be smart and avoid taking unnecessary risks.

