

TOOLBOX TALK

DISCUSS WITH CREWS

mm/dd/yyyy

COMMUNICATION ON WORKSITES

Topic Overview

Lack of communication between crewmembers could cause injuries and deaths on the jobsite. Recognize the communication tools used on the job that relay important information for work tasks and the work environment. Verbal communication is not the only way to send and receive a message.

Hazards to be aware of

Dump trucks, rollers, excavators, gradalls, saw cutters, forklifts, worksite vehicles, cranes, and other mobile equipment perform hundreds of separate tasks around us daily. A single breakdown of communication between two individuals can lead to an accident.

In the case of a milling machine accident that occurred in 2002, lack of communication between the operator and the ground person led to a fatality. The milling machine was being operated from the right-side operator station, as it was backed into position. A ground worker on the right side of the machine was guiding the operator. The machine's left front track assembly struck and ran over another ground worker on the left side. He died of crushing injuries.



Safety Tips:

Use these suggestions as guidelines for maintaining communication on worksites:

- Before the shift, discuss a work plan as a crew and ensure everyone understands what work will be conducted, how it will happen, and the associated hazards and controls.
- Make eye contact with an equipment operator prior to entering the swing or blind spot.
- Employ good communication skills and establish a pre-arranged set of signals if verbal communication is not effective (due to noise).
- Use extra caution when working around trucks backing up. If you can't see them, they can't see you.
- Do not walk between a paver and a truck that is backing up to dump its load.
- Avoid dangerous crush points from swinging excavators and dump trucks.

Questions to Generate Discussion

1. Why is it important for everyone to be in the loop regarding site coordination?
2. Who is responsible for communicating the plan of action for the day? Who is responsible for ensuring workers understand the plan for the day?
3. How can you improve your site communication?

TOOLBOX TALK

LOCATION		DATE	
PRESENTED BY		TIME	

Review previous Workplace Inspections

Review previous Accident/Incident/Near Misses

Other Safety Issues or Suggestions made by Staff

Attendance Record

NAME	SIGNATURE	NAME	SIGNATURE

TOOLBOX MEETING REVIEWED	NAME (PRINT)	SIGNATURE	DATE
MANAGEMENT REP			
WORKER REP			