

TOOLBOX TALK TEMPLATE

52 Weekly Safety Meeting Topics & Discussion Guides

Toolbox talks are short, informal safety meetings held at the jobsite before work begins. These 5-15 minute sessions help reinforce safety awareness, address specific hazards, and maintain a culture of safety. This guide provides a full year of weekly topics organized by category with key discussion points for each. Document attendance and topics covered using the sign-in sheet on the last page.

PERSONAL PROTECTIVE EQUIPMENT (Weeks 1-6)

Week 1: Hard Hat Safety

Discussion Points: Inspect for cracks, dents, and sun damage. Replace after any impact. Wear correctly with suspension adjusted. Never modify or paint. Store away from heat and sunlight.

Week 2: Eye & Face Protection

Discussion Points: Match protection to the hazard: safety glasses, goggles, face shields. Inspect for scratches. Clean regularly. Wear over prescription glasses or use prescription safety eyewear.

Week 3: Hand Protection

Discussion Points: Select gloves for the specific task: cut-resistant, chemical, electrical. Check for holes and wear. Remove rings and jewelry. Know when NOT to wear gloves near rotating equipment.

Week 4: Foot Protection

Discussion Points: Steel or composite toe requirements. Proper fit and support. Inspect soles for wear. Keep laces tied. Metatarsal guards for heavy material handling.

Week 5: Hearing Protection

Discussion Points: When required (85+ dB). Types: plugs vs. muffs. Proper insertion technique. Replace disposable plugs daily. Signs of hearing damage.

Week 6: Respiratory Protection

Discussion Points: Types of respirators and their uses. Fit testing requirements. Facial hair restrictions. Filter/cartridge selection and replacement. Medical clearance requirements.

FALL PROTECTION (Weeks 7-12)

Week 7: Fall Protection Basics

Discussion Points: 100% tie-off requirement at 6 feet. ABC's: Anchorage, Body harness, Connectors. Inspect equipment before each use. Know your fall clearance distance.

Week 8: Harness Inspection & Fit

Discussion Points: Check webbing for cuts, burns, fraying. Inspect D-rings and buckles. Proper donning procedure. Snug fit at legs and chest. Positioning of D-ring between shoulder blades.

Week 9: Ladder Safety

Discussion Points: 4:1 ratio for extension ladders. 3-point contact always. Face the ladder. Extend 3 feet above landing. Inspect before use. Never use damaged ladders.

Week 10: Scaffold Safety

Discussion Points: Competent person inspections. Full decking and guardrails. Access requirements. Load limits. Never use makeshift platforms. Locking casters on mobile scaffolds.

Week 11: Aerial Lift Safety

Discussion Points: Pre-operation inspection. Keep feet on platform floor. Don't lean over guardrails. Fall protection requirements. Ground conditions. Overhead hazards.

Week 12: Floor & Wall Openings

Discussion Points: Cover or guard all holes. Secure covers properly marked. Guardrail specifications. Toe boards to prevent falling objects. Report unprotected openings immediately.

ELECTRICAL SAFETY (Weeks 13-17)

Week 13: Electrical Hazards Overview

Discussion Points: How electricity harms: shock, burns, arc flash. Assume all wires are live. Report damaged cords and equipment. Water and electricity don't mix. Respect lockout/tagout.

Week 14: Extension Cord Safety

Discussion Points: Inspect before use. Don't daisy chain. Proper gauge for load. No cords through doorways or under carpets. Unplug by the plug, not the cord.

Week 15: GFCI Protection

Discussion Points: How GFCIs work. Test before each use. Required in wet locations. Don't bypass. Report nuisance tripping - may indicate a real problem.

Week 16: Lockout/Tagout

Discussion Points: Purpose and importance. Only qualified persons. Verify zero energy. One lock per person. Never remove another's lock. Try-out procedures.

Week 17: Working Near Power Lines

Discussion Points: Minimum clearance distances. Assume all lines are energized. Spotter requirements. What to do if equipment contacts lines. Call 811 before digging.

HAND & POWER TOOLS (Weeks 18-22)

Week 18: Hand Tool Safety

Discussion Points: Right tool for the job. Inspect before use. Keep tools sharp. Carry tools safely. Store properly. Don't use damaged tools.

Week 19: Power Tool Basics

Discussion Points: Guards in place. Proper grounding or double insulated. Disconnect before adjustments. Secure workpiece. Keep cords clear. Let tool reach full speed.

Week 20: Grinder Safety

Discussion Points: Ring test for wheels. Proper mounting. Guard positioning. Face shields required. No side grinding on flat wheels. Check RPM ratings.

Week 21: Powder-Actuated Tools

Discussion Points: Training and certification. Inspect before use. Never point at anyone. Treat like a firearm. Proper fastener selection. Test fire in safe direction.

Week 22: Pneumatic Tool Safety

Discussion Points: Check hose connections. Safety clips on attachments. Relieve pressure before disconnecting. Never carry by the hose. Eye and ear protection.

HAZARD COMMUNICATION (Weeks 23-27)

Week 23: Safety Data Sheets (SDS)

Discussion Points: What is an SDS and its 16 sections. Where to find them on site. Key sections: hazards, first aid, handling, PPE. Right to access.

Week 24: Chemical Labels

Discussion Points: GHS label elements: pictograms, signal words, hazard statements. Never remove labels. Secondary container labeling. Reporting illegible labels.

Week 25: Flammable Materials

Discussion Points: Flash point and ignition sources. Proper storage and quantities. Bonding and grounding. Fire extinguisher locations. No smoking areas.

Week 26: Silica Dust Awareness

Discussion Points: Where silica is found. Health effects of exposure. Dust control methods. Respiratory protection. Housekeeping importance.

Week 27: Lead Safety

Discussion Points: Where lead is encountered. Testing requirements. PPE and hygiene practices. Blood lead monitoring. Protecting your family from take-home contamination.

HEAVY EQUIPMENT & VEHICLES (Weeks 28-33)

Week 28: Equipment Pre-Start Inspection

Discussion Points: Walk-around inspection points. Fluid levels. Lights and signals. Horn and backup alarm. Documentation requirements.

Week 29: Forklift Safety

Discussion Points: Certification requirements. Load capacity. Travel with forks low. Speed limits. No riders. Pedestrian awareness.

Week 30: Excavator & Backhoe Safety

Discussion Points: Swing radius hazards. Underground utilities. Spoil pile placement. Trench access. Operator signals.

Week 31: Crane Safety Fundamentals

Discussion Points: Capacity charts. Ground conditions. Rigging inspection. Signal person communications. Swing hazards. Never walk under loads.

Week 32: Struck-By Prevention

Discussion Points: High-visibility vests. Spotter use. Eye contact with operators. Exclusion zones. Never position between equipment and fixed objects.

Week 33: Backing Safety

Discussion Points: Use a spotter. Check behind before moving. Mirrors and cameras aren't enough. Communicate with horn. Establish travel patterns.

EXCAVATION & TRENCHING (Weeks 34-37)

Week 34: Excavation Hazards

Discussion Points: Cave-in is #1 killer. Competent person duties. Protective systems required at 5 feet. Soil classification. Daily inspections.

Week 35: Trench Protective Systems

Discussion Points: Sloping, shoring, shielding. How to select appropriate system. Manufacturer specifications. Installation requirements.

Week 36: Underground Utilities

Discussion Points: Call 811 requirements. Tolerance zones. Hand digging near marks. Types of utilities. Emergency procedures for strikes.

Week 37: Safe Access to Excavations

Discussion Points: Ladders within 25 feet. Ramps and runways. Structural ramp requirements. Never jump into or out of trenches.

FIRE PREVENTION (Weeks 38-41)

Week 38: Fire Extinguisher Use

Discussion Points: PASS technique: Pull, Aim, Squeeze, Sweep. Know extinguisher locations. Types of fires and extinguishers. When to fight vs. evacuate.

Week 39: Hot Work Safety

Discussion Points: Permit requirements. Fire watch duties. 35-foot clearance. Covering combustibles. Post-work monitoring.

Week 40: Housekeeping & Fire Prevention

Discussion Points: Combustible material storage. Oily rag disposal. Clear exits and aisles. Electrical panel access. Smoking policies.

Week 41: Emergency Evacuation

Discussion Points: Know your evacuation routes. Assembly points. Accountability procedures. Don't re-enter. Help visitors and contractors.

HEALTH & WELLNESS (Weeks 42-46)

Week 42: Heat Illness Prevention

Discussion Points: Know the symptoms: cramps, exhaustion, stroke. Water, rest, shade. Acclimatization for new workers. Buddy system. Emergency response.

Week 43: Cold Stress

Discussion Points: Hypothermia and frostbite signs. Layering clothing. Keeping dry. Warm break areas. Recognizing symptoms in coworkers.

Week 44: Fatigue Management

Discussion Points: Effects on safety performance. Getting adequate sleep. Recognizing fatigue. Speaking up when impaired. Managing long shifts.

Week 45: Back Injury Prevention

Discussion Points: Proper lifting technique. Get help with heavy loads. Stretch before work. Use mechanical aids. Core strength importance.

Week 46: Stress & Mental Health

Discussion Points: Recognizing signs of stress. Resources available. It's okay to ask for help. Looking out for coworkers. Work-life balance.

SITE SAFETY & GENERAL (Weeks 47-52)

Week 47: New Worker Orientation

Discussion Points: Site-specific hazards. Emergency procedures. Reporting requirements. Who to ask questions. Mentor/buddy system.

Week 48: Incident Reporting

Discussion Points: Why reporting matters. Near-miss importance. How to report. No blame culture. Learning from incidents.

Week 49: Housekeeping Excellence

Discussion Points: Clean as you go. Material staging. Debris management. Trip hazard prevention. Pride in your workspace.

Week 50: Working in Public Areas

Discussion Points: Barricading and signage. Pedestrian protection. Communication with public. Professional appearance.

Week 51: Subcontractor Coordination

Discussion Points: Pre-task planning. Hazard communication between trades. Multi-employer worksites. Shared responsibilities.

Week 52: Year-End Safety Review

Discussion Points: Celebrate successes. Review incidents and near misses. Set goals for next year. Recognize safe workers. Continuous improvement.



TOOLBOX TALK ATTENDANCE SIGN-IN SHEET

Date: _____ Time: _____ Duration: _____

Project/Site: _____

Topic (Week #): _____

Presented By: _____ Title: _____

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Notes / Key Points Discussed:
