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TAILGATE/TOOLBOX SAFETY TRAINING
Safety Services Company-Safety Meeting Division,
PO Box 6408 Yuma, AZ 85366-6408 Toll Free (866) 204-4786



Job Name: _____ Job Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 118: Common Sense Safety

Introduction: Safety is often nothing more than *common sense*! It is generally accepted that at least 85% of all accidents are preventable. Taking personal responsibility for your work habits and recognizing that an accident is most likely preventable is the first step to a safer workplace.

Remember: “If I am the one who has an accident, I am the one who is going to suffer the pain and the potential loss of income.”



Commons Sense Guidelines for Safety:

- **Be alert.** Most accidents occur because you or someone around you is not “paying attention” to what they are doing.
- **Watch out for** the other guy. Note what your fellow employees are doing around you. Ensure that people are not acting irresponsibly or putting you or them in a potentially dangerous situation.
- **Dress for safety.** Do not wear loose fitting clothes. Tie back or otherwise restrain long hair. Tie your shoes.
- **Wear all** appropriate personal protective equipment. Never take short cuts and always take the time to wear your safety glasses, hard hats, work boots, safety gloves, fall protection, etc (no matter how inconvenient it may seem at the time).
- **Read and follow** the manufacturer’s label directions or MSDS on safe use, handling, and storage of chemicals, pesticides, or cleaning supplies.
- **Do not operate** any equipment on which you have not received adequate training.
- **Constantly inspect** your work area for hazards.
- **Observe good housekeeping,** and keep your area clean and hazard free.
- **Keep aisle-ways,** walkways, and stairways clear, and never obstruct exits. Watch for and correct any trip hazards, spills, or leaks as they occur to prevent slips and falls.
- **Observe proper** lifting techniques. Do not attempt to lift or move objects which are too heavy to safely lift alone or without the aid of equipment.
- **Take safety seriously.** Get involved with your safety program. Point out work site hazards to management and provide feedback and input during the safety meetings.
- **Constantly inspect** all of your tools and equipment for defects such as missing or inoperable machine guards. Do not operate unsafe tools or equipment.
- **Clean up** your work at the end of the day or as needed. Lock-up equipment and secure your work area. Label and guard all hazards.
- **Brush up** on your first aid skills and frequently inspect the supplies in your first aid kit.
- **Ask questions.** If you are unsure of the safe way to perform a task, or simply need assistance, ask questions.
- **Ask for help.** Never be afraid to ask management or fellow employees for assistance.



Conclusion: Common sense safety is often simply thinking before doing. What might, or will, happen if I do it this way? Is the way I’m planning to do this safe? Following common sense safety guidelines and working responsibly is everyone’s job.

Work Site Review

Work-Site Hazards and Safety Suggestions: _____

Personnel Safety Violations: _____

Material Safety Data Sheets Reviewed: _____ (Name of Chemical)

Employee Signatures:

(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.