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TAILGATE/TOOLBOX SAFETY TRAINING
Safety Services Company-Safety Meeting Division,
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Job Name: _____ Job Site Location: _____

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

Topic 114: Thinking About Safety

Introduction: How would you define "safety"? Webster's Dictionary defines safety as: "The quality or condition of being safe; freedom from danger, injury, or damage; security." Freedom from danger is a wonderful concept, but to bring that goal to reality requires considerable effort: planning, training, commitment, management skills, and above all *THINKING* about safety. Thinking through and applying safety and health programs have proven to be an effective method of identifying and correcting existing workplace safety and health hazards. Following are guidelines which will help direct you in keeping your job-site or workplace free from danger:

Thinking about safety:

- **Are you using** the appropriate personal protective equipment for the job?
- **Identify the potential hazards** on the job-site that you and/or your co-workers are exposed to daily.
- **Plan how to** avoid injury on the job and the first aid procedures to be used in the event of injury.
- **Are you educated,** trained, and experienced to perform your job safely.
- **Are personnel** experienced and educated to handle or use chemicals or other harmful substances in a safe manner?
- **Have a plan** in place in case of an emergency and make sure all personnel are familiar with proper emergency procedures.
- **Be familiar with** regulations applicable to your work environment and how to maintain compliance with these regulations.



Safety requires: Information and training, as part of a comprehensive safety and health program. A documented safety and health program should cover the following subjects:

- **Safety policy** and procedures for your company.
- **Understanding hazards** and how to recognize and control or eliminate them.
- **Specific training** required for the job (i.e. Confined space, forklift, excavation, welding, scaffolds, respirators, etc...).
- **Emergency Action plan** in case of an emergency
- **Protective measures** to prevent or minimize exposure to hazards.
- **A fall protection** program (if appropriate).
- **Accident and incident** investigation plan.
- **A hazard communication** program for any chemicals/ materials present.
- **Appropriate** personal protective equipment, and training in its proper use.
- **A lockout/tagout** program (if appropriate).
- **Equipment and power** tool guarding policy.
- **Fire prevention** techniques and procedure.
- **Personal protective equipment** requirements and training
- **Workplace violence** and sexual harassment.



Take a moment to think about the equipment and machinery operated at your company:

- **Only employees qualified** by training may operate equipment and machinery.
- **The use of** any machine, tool, material, or equipment that is not in compliance or is in need of repair is prohibited.
- **Machines, tools, material, or equipment** must either be identified as unsafe by locking and tagging the controls so that they are inoperable or physically removed from the job-site.
- **Only authorized,** competent personal are permitted to perform repairs.



Think about hazard evaluations: Compliant safety programs must provide frequent and regular inspections of the materials, operating procedures, personal protective equipment, job-site conditions, emergency procedures, safe work practices, hazard communication program (including MSDS sheets), and equipment. This inspection must be made by a competent person designated by the employer.

Conclusion: To reduce the occurrence of job-related fatalities, injuries, and illnesses, take a proactive approach to safety; think about the safe way to perform a task or project. Develop a compliant safety and health program, planned safety inspections, and proper training. The lack of adequate safety and health programs, hazard evaluations, and training are violations of the OSHA standards and show lack of attention to safety. Safety is thinking before acting. 90% of all preventable accidents are attributed to unsafe acts on the part of the worker.

Work Site Review

Work-Site Hazards and Safety Suggestions: _____

Personnel Safety Violations: _____

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.