

# CONSTRUCTION SAFETY MEETINGS

## **PURPOSE**

Construction safety meetings are also known as toolbox talks or tailgate meetings. The purpose of these meetings is to ensure that employees working on construction sites and/or projects are aware of the specific hazards associated with the site and the project and are up to date on the current issues revolving around safety at that site or project.

## **RESPONSIBILITY**

Department heads are responsible for ensuring that toolbox talks are delivered no less than once every 10 days while working on construction projects and/or sites.

Department safety representatives have the responsibility to ensure that employees receive toolbox talks at least once every 10 days.

Employees are responsible for attending safety meetings and following safety rules while working on construction sites and/or projects.

## **POLICY**

It is important to note that the construction safety orders under Cal-OSHA address the work being performed, such as construction, repair, and maintenance. The work does not have to be performed on a new construction site to invoke this policy or the Cal-OSHA regulations. Therefore, each department shall consider the projects being performed to ensure that a toolbox talk is delivered per the schedule established by this policy.

1. Toolbox safety meetings shall be conducted by the Supervisor or Foreman "at least" every 10 working days.
2. Toolbox safety meetings shall include:
  - a. A review of any new "near miss" or safety hazard information since the last meeting.
  - b. Unsafe acts or conditions observed since the last meeting, with discussion of corrective actions or precautions.
  - c. A review of any accident or injuries since the last meeting, with discussion of cause and prevention.

- d. A review of work to be performed in the next period, potential hazards, and precautions to be taken.
- e. Opportunity for employees to comment on other safety-related issues.

## **RECORDKEEPING**

Employees will ensure that they sign in to all safety meetings, including toolbox talks. The Department Safety Representative shall maintain a record of all safety toolbox talks performed and those in attendance. The records must be scanned and kept in an electronic file format in a folder known as “toolbox training records.”

## **REFERENCES**

<u><i>Agency</i></u>	<u><i>Section</i></u>	<u><i>Link</i></u>
Cal-OSHA	Title 8	<a href="https://www.dir.ca.gov/samples/search/query.htm">https://www.dir.ca.gov/samples/search/query.htm</a>
Cal-OSHA	1509	<a href="https://www.dir.ca.gov/title8/1509.html">https://www.dir.ca.gov/title8/1509.html</a>



# MARIPOSA COUNTY SAFETY TRAINING RECORD

Date of training: \_\_\_\_\_

Conducted by: \_\_\_\_\_

Type of training: \_\_\_\_\_

Materials Reviewed: \_\_\_\_\_

Attendee names and signatures:

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