



Heavy Equipment

What this Toolbox Talk Covers:

- ✓ The “Dos” and “Don’ts” for safely working with heavy equipment.

Discussion Notes:

- ✓ Discuss the outcomes of the “Dos” and “Don’ts.”

- Do**
- Ensure that you and all workers know and use standardized hand signals for communication.
 - Know the location of all workers on the ground when you are operating heavy machinery.
 - Wear a high visibility vest when working near heavy machinery to ensure the operator is able to see you.
 - Use two-way radios when possible to decrease the likelihood of miscommunication.
 - Regularly inspect and service the equipment according to the manufacturer’s instructions.
 - Wear a seat belt at all times when operating heavy machinery.
 - Check the area around the equipment before beginning work to ensure there is a clear and adequate radius of operation.
 - Turn off the engine and engage the brakes before leaving equipment.

- Don’t**
- Jump onto or off of the equipment.
 - Use heavy equipment when visibility is limited. Ensure there is adequate lighting when using heavy equipment at night.
 - Set up a work area near heavy mobile equipment.
 - Assume the operator sees you. Instead, make eye contact with the operator and ensure he or she sees you before approaching a vehicle.
 - Overload vehicles.
 - Walk or work under a suspended load.

Discussion questions:

1. What guidelines should be followed by heavy machinery operators?
2. What guidelines should be followed by the workers working around heavy machinery?

Meeting notes:

Employee comments/concerns: _____

Other safety issues to be addressed on the job/facility: _____

Training record:	Date: _____	Jobsite/Facility: _____	
	Trainer: _____	Title: _____	
Employee name (print)	/ (signature)	Employee name (print)	/ (signature)
_____	/	_____	/
_____	/	_____	/
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(Continue recording signatures on a separate sheet of paper)
 Employee Quiz is provided on last page. Answers are: 1. (d), 2. (c), 3. (a), 4. (b), 5. (b)



Employee Quiz

Topic: Heavy Equipment

Employee Name: _____

Circle the correct answer below.

1. You should never:
 - a. Walk or work under a load that is suspended from heavy machinery
 - b. Neglect to wear your seat belt when operating machinery
 - c. Jump off of equipment
 - d. All of the above

2. _____ can be helpful in decreasing the likelihood of a miscommunication when operating heavy machinery.
 - a. High visibility vests
 - b. Hard hats
 - c. Two-way radios
 - d. Seat belts

3. It would be best to set your work area up:
 - a. Away from heavy equipment
 - b. Under a load suspended from heavy equipment
 - c. Near heavy equipment
 - d. Any of the above are appropriate

4. Which of the following is a safety guideline for using heavy machinery at night?
 - a. You should never use heavy machinery at night
 - b. You should ensure there is enough lighting for good visibility
 - c. Use hand signals at night instead of two-way radios
 - d. High visibility vests are only required during daytime hours

5. If you are not sure the operator of a machine sees you, you should not:
 - a. Try to get his attention
 - b. Approach the vehicle
 - c. Interrupt him or her
 - d. Load the vehicle

Training record: Date: _____ Jobsite/Facility: _____
Trainer: _____ Title: _____