



Holes and Openings

What this Toolbox Talk Covers:

- ✓ The “Dos” and “Don’ts” of working near holes and openings on a job site.

Discussion Leader Duties:

- ✓ Demonstrate examples of safety guidelines and general rules for construction sites.

Discussion Notes:

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

- Do**
- Barricade work areas before beginning to cut a hole.
 - Guard holes that you have made, and label them with the words “HOLE” or “COVER” to provide warning of the hazard.
 - For holes that must remain open, install permanent barricades around the perimeter.
 - Be careful when walking over protective cardboard, paper or plastic, because a hole could be hidden underneath.
 - Notify a supervisor of any unprotected openings, and ensure they are protected before working in the area.
 - Ensure covers are made of material that can support any load that may be encountered on the worksite.
 - Follow OSHA regulations that require covers to be of standard strength and construction. They should be able to support at least two times the weight of workers, equipment and materials that may cross over them.

- Don’t**
- Cover holes with materials that are non-substantial, like paper, cardboard or plastic.
 - Sit on, lean against or step on a skylight or any covering placed over a hole in a roof or floor, because the material may not support your weight.
 - Leave a hole or opening uncovered without barricading and labeling the hole to prevent accidents.
 - Work around unprotected openings or skylights.
 - Use covers that protrude more than one inch above the plane of the walking surface and contain beveled edges.

Discussion questions:

1. What are some guidelines for cover holes?
2. What should you do before beginning to cut a hole?

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) |
| _____ | / | _____ | / |
| _____ | / | _____ | / |
| _____ | / | _____ | / |

(Continue recording signatures on a separate sheet of paper)
 Employee Quiz is provided on last page. Answers are: 1. (e), 2. (b), 3. (c), 4. (a), 5. (d)



Employee Quiz

Topic: Holes and Openings

Employee Name: _____

Circle the correct answer below.

1. How should you label covers of holes?
 - a. "HOLE"
 - b. "COVER"
 - c. "CAREFUL"
 - d. "NOT A STEP"
 - e. A or B
2. It is okay to step on or lean on a skylight if the glass is reinforced.
 - a. True
 - b. False
3. What should you do when covering a hole is not an option?
 - a. Nothing
 - b. Tell the people around you there's a hole
 - c. Construct a barrier, label the hole and alert your supervisor
 - d. Use cardboard to cover the hole
4. Covers should be able to support at least _____ times the weight of workers, equipment and materials that may cross over them.
 - a. Two
 - b. Three
 - c. Four
 - d. Five
5. You should be careful when walking on _____, because a hole may be underneath you.
 - a. Paper
 - b. Plastic
 - c. Cardboard
 - d. All of the above

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