



Preparing for Safety Off the Jobsite

What this Toolbox Talk Covers:

- ✓ The “Dos” and “Don’ts” of offsite preparations to reduce hazards on a jobsite.

Discussion Notes:

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

- Do**
- Ensure that all workers are fully trained before beginning work.
 - Inspect equipment to ensure it is working properly.
 - Check to be sure you have all the personal protective equipment you will need before beginning work, including a hard hat, safety goggles, boots, work gloves and ear plugs.
 - Follow all recommendations from OSHA (Occupational Safety and Health Administration).
 - Prepare for emergencies by knowing and following guidelines on how to respond to power failures, injuries or other emergency situations.
 - Secure hazardous materials in a safe location.

- Don’t**
- Come to work if you have been drinking, have taken medications that might impact your ability to work safely or are impaired in any way.
 - Overlook getting a good night’s sleep and using good self-care practices outside work.
 - Neglect to take training seriously; knowing the information discussed during training could mean the difference between life and death down the road.
 - Assume all jobsites are the same. Have a clear picture of the hazards you are likely to encounter and the risks involved for each new jobsite.
 - Work without personal protective equipment (PPE).
 - Forget that OSHA requires additional briefings for special precautions or significant changes that might affect employee safety. Examples include:
 - Different tasks on the same shift
 - Changes to scope of work
 - Significant delays
 - New personnel
 - Changes to the weather
 - Unexpected complications (e.g., hazards or malfunctions)

Discussion questions:

1. What should you do before beginning work?
2. Where should hazardous materials be kept?

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. (c), 2. (d), 3. (b), 4. (b), 5. (c)



Employee Quiz

Topic: Preparing for Safety Off the Jobsite

Employee Name: _____

Circle the correct answer below.

1. Which of the following is a way you can prepare for safety off the jobsite?
 - a. Take frequent breaks so you don't become overheated
 - b. Lift from your legs
 - c. Pay close attention during safety trainings
 - d. All of the above

2. OSHA requires additional safety briefings when:
 - a. There are changes to the weather that could impact safety
 - b. There are new personnel
 - c. There is a change to the scope of the work
 - d. All of the above

3. Safety precautions do not change from site to site.
 - a. True
 - b. False

4. Outside of work hours, it is recommended that you:
 - a. Do not speak to co-workers
 - b. Get good rest and practice good self-care
 - c. Stay up all night studying OSHA guidelines
 - d. All of the above

5. Which of the following is NOT a way to prepare for safety off the jobsite?
 - a. Take trainings seriously
 - b. Ensure you have the appropriate PPE before beginning work
 - c. Have a beer before starting your shift
 - d. Inspect equipment to ensure it is working correctly.

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