



Preventing Worksite Distractions

What this Toolbox Talk Covers:

- ✓ The “Dos” and “Don’ts” for preventing distractions on the worksite.

Discussion Notes:

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

- Do**
- Stay mindful of mental distractions that may lead to inattention. Worrying, daydreaming or chatting with co-workers could cause you to miss important safety hazards while working.
 - Conduct regular walk-throughs of the job site to detect potential safety hazards and identify ways to decrease distractions.
 - Keep your hair cut short, or pulled back out of your face, to not impede your vision or distract you while working.
 - Keep your personal life separate from work. If you are having a personal difficulty that is making it hard to give your full attention at work, you may need to take a personal day or seek out mental health support through psychotherapy or counseling.
 - Keep your workspace clean by practicing good housekeeping, so you are not distracted with clutter or debris while working.

- Don’t**
- Be hasty to start a task, or neglect to think through the process. Before beginning a job or task, take some time to plan out the smartest way to work safely and effectively.
 - Ignore safety procedures. Remember that being “casual” about safety can lead to a casualty!
 - Become complacent with routine tasks. Just because you’ve completed a task hundreds of times, doesn’t mean a new safety hazard hasn’t popped up. Stay vigilant about safety whether you’re completing a task for the first time or the hundredth time.
 - Use headphones unless your supervisor has approved them. Listening to music could be a distraction that could lead to an accident.
 - Disturb fellow employees during critical activities. Instead, wait until your co-worker has reached a stopping point to ask a question or speak to them.

Discussion questions:

1. What should you do before beginning a job?
2. Why is it important to stay vigilant about safety with routine tasks?

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. (d), 2. (c), 3. (c), 4. (d), 5. (a)
 Toolbox Talks safety information provided by Texas Mutual Insurance Company.



Employee Quiz

Topic: Preventing Worksite Distractions

Employee Name: _____

Circle the correct answer below.

1. When conducting a walkthrough of a job site, you should look for:
 - a. Potential safety hazards
 - b. Ways to decrease distractions
 - c. Workers who are not giving 100%
 - d. A & B
 - e. All of the above
2. Juan needs to ask Billy a question about his project. He sees that Billy is using the table saw. He should:
 - a. Tap Billy on the shoulder to get his attention
 - b. Say Billy's name to get his attention
 - c. Wait until Billy has reached a stopping point to speak with him
 - d. All of the above
3. It is recommended that you keep your hair short, or pulled back out of your face, because:
 - a. It looks more professional
 - b. The hairspray needed to style long hair could be a fire hazard
 - c. Long hair that gets in your eyes could compromise your vision and cause a safety hazard
 - d. All of the above
4. Examples of distractions that may lead to inattention include:
 - a. Worrying
 - b. Chatting
 - c. Daydreaming
 - d. All of the above
5. If you are going through a personal difficulty at home that makes it hard for you to stay focused, it is appropriate to take a personal day.
 - a. True
 - b. False

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