Toolbox Talk 2017

Focus on What's Important
Evacuation Procedure

• In the unlikely event the fire alarm is activated, the alarm will have a constant “bell ring” sound to it.

• Should that happen, please leave the Club immediately via the exits or follow the direction of one of the Club’s Supervisory Staff.
Evacuation Procedure

- The meeting place for those persons who have had to evacuate the building is on the corner of 5th Avenue and 2nd Street

- Location of Washrooms
What is Safety Stand Down?

- Safety Stand Down is a program designed to bring together frontline workers and senior executives to discuss the prevention of injuries and illnesses.

- The 2017 theme is “Focus on What's Important”.

- A team focus on people, equipment and process with the goal of preventing injuries and illnesses.
Safety Stand Down Evolution?
## Safety Stand Down Evolution?

<table>
<thead>
<tr>
<th>Visiting the Worksite</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executives and managers do not visit the worksite to specifically discuss safety</td>
<td>0</td>
</tr>
<tr>
<td>Executive visit the worksite to regularly discuss safety as specified by a formal policy/program</td>
<td>1</td>
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<tr>
<td>There is a formal program conducted by executives and managers that also specifies the number of visits and tracks completion</td>
<td>2</td>
</tr>
<tr>
<td>There is a comprehensive program that specifies how to conduct a visit, trains personnel and evaluates competency and tracks close out of actions</td>
<td>3</td>
</tr>
<tr>
<td>Comprehensive program with executive and manager visits evaluated by workers and anonymous feedback provided</td>
<td>4</td>
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</tbody>
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*Adapted from Dr. Mark Flemming*
What’s Important?

- You are important and the people that care about you are important!
- Who cares about you?
  - Your co-workers
  - Your friends
  - Your spouse and kids
  - Your parents and siblings
Focus on What?

• What are the most critical incidents that could happen on this worksite that could impact:
  – You and your families’ lives?
  – Your co-workers’ lives?
  – How your company operates and impact on the community?

• Name two critical incidents for your worksite
  1.
  2.
Incidents Like…

- Fires and explosion
- Overexposure
- Motor vehicle accident
- Struck by pipe
- Back injury
- Slips, trips and falls
How can we prevent these?

People

Equipment

Process
People - Leadership

- Who is a leader on this worksite?
  - Everyone is a leader

- As a leader, we need to hold each other accountable
  - Intervening to reduce risk
  - Coaching - giving advice, so it is done right the first time
  - Having difficult conversations with your co-workers, supervisor, client and sub-contractors
    - It is your legal obligation to intervene
People - Competency

- One of the most important people controls is competency

- Competency is the measurable or observable knowledge, skills, experience, and behaviours that you need to have in order to perform a given job

- Companies have a duty to ensure that workers are competent for their jobs
People - Competency

- Have we developed competency profiles for the workers on this work site?
  - Do we know what tasks and roles are critically important?
  - How are we assessing competency?
- Are workers and supervisors on this worksite competent in relation to preventing the two incidents you indicated?
People - Competency

- Have worker roles and responsibilities changed with the downturn?

- If so, what additional training and coaching is being conducted?
Equipment - Controls

- People work with equipment and if the equipment is not right for the job or not maintained properly, people can get hurt

  - For the two incidents you mentioned do you have the right tools and equipment on this worksite to do your job?

  - Are the tools and equipment on this worksite being properly maintained to prevent those two incidents?
Equipment - Controls

• With the downturn, is all the equipment on this worksite:
  – Right equipment for the job?
  – Inspected and deficiencies identified and maintenance conducted?
Process - Controls

- More risk is usually associated with tasks where workers interact with equipment
- In these instances, process controls are used such as:
  - Authorization (work permit)
  - Hazard assessment
  - Lockout/tagout
  - Inspections
- What process controls do we have in place to prevent the incidents that you indicated?
Process - Controls

- How confident are we that these process controls are being used?
  - Are they documented and tracked?
  - Do we conduct inspections and worker observations during tasks?
- Do we conduct these every time and everywhere?
- Do we need to re-evaluate our process controls, because of changes from the downturn?
Resources

- Competency Management Systems Guideline
- How to Get Started with Process Safety
- Free Process Safety Online Awareness
Questions