

March 2023

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HEAD PROTECTION TOOLBOX TALK



CONSTRUCTION

EXPERTISE | EXPERIENCE | INTEGRITY

Head Protection Toolbox Talk

There are few injuries that are more fatal or more damaging than head injuries. Concussions, brain injuries, temporary, and permanent brain damage are just a few of the possible outcomes of a blow to the head. Additionally, workers who are exposed to potential electric shock need to protect against that as well.

Basic to any workers Personal Protective Equipment is the hard hat. Hard hats are designed to protect workers against electrical hazards, burns, falling objects, collisions with fixed objects (including during a fall), and flying debris.

Hard Hat Guidelines:

- This helmet will provide limited protection by reducing the force of falling objects that strike the top of the helmet.
- Inspect before each use and replace any components showing wear or damage.
- Replace helmet if subjected to a severe impact regardless of whether signs of damage are apparent or not.
- Never substitute a suspension of another model or manufacturer.
- Do not paint or clean with solvents or gasoline as these may weaken the shell.
- Clean only with mild soap and water.
- Do not store in direct sunlight or in a manner that applies continued pressure to the helmet shell as this can shorten the life of the helmet.
- Wearing head protection is one of the easiest ways to protect your head from injury.



Personal Protective Equipment (PPE)

S.C. Swiderski reserves the right to select and/or approve all personal protective equipment to be issued and used by its employees, visitors, sub-contractors, inspectors, and others on its construction sites.

- Inspect PPE prior to each use.
- **Do not** use damaged PPE.
- You are required to maintain and keep PPE clean.
- **Failure to comply with this procedure and company policy will result in disciplinary action up to and including termination.**

Head Protection:

- SCS issued hard hats are mandatory for all SCS employees on all construction sites.
- Before wearing it, perform an inspection of the hard hat including the suspension. Damaged hard hats shall be replaced immediately.
- Enforcement will be monitored daily by Crew Leads, Site Superintendents, Foremen, and visiting Construction & Company Leadership and Safety Specialist.

Specific colored hard hat will be issued to employees based on their position for easy identification:

- **HI-VIS Lime** – Construction employees with less than 90 days of employment
- **Blue** – Minors
- **Yellow** – Visitors
- **White** – Construction Field Staff
- **Gray** – Site Superintendents, Safety Specialist, Construction Leadership, Crew Leads
- **Red** – Other office staff

*****Exceptions to donning a hard hat are vehicles, SCS offices, job trailers, and buildings that are fully drywalled.**

JOB SITE INSPECTION



CONSTRUCTION

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Job Site Inspection Toolbox Talk

Safety inspections are one of the principle means to assist in determining what safeguarding is necessary to protect against hazards before incidents and injuries occur.

Inspections are not conducted to find how many things are wrong, but rather to determine if everything is satisfactory. The purpose is one of helpfulness in discovering conditions, which, if corrected, will bring the project up to accepted, and approved standards and keep everyone going home safely.

All findings of inspections will be reviewed with the Site Superintendent or Manager on Duty and provided to Construction leadership as necessary. Corrective action may result.

All questions regarding the inspections should be directed towards the Safety Specialist.

Date: _____ Site: _____ Inspected by: _____

General				
Inspection Item	Yes	No	N/A	Comment/Corrections
Job Safety & Health Poster posted				
Records of recent inspections and TBT completed				
Emergency numbers master point				
First Aid Kit				
MSDS Safety Manual				
Housekeeping & Facilities				
Inspection Item	Yes	No	N/A	Comment/Corrections
Drinking water available				
Adequate toilet facilities				
Trash containers provided				
Regular disposal of trash and waste				
Nails removed or bent down				
Spills containment				
Aisles and work areas neat and orderly				
Materials stored properly				
Personal Protective Equipment				
Inspection Item	Yes	No	N/A	Comment/Corrections
Eye and face protection				
Head protection				
Safety work boots				
Ear protection				
Proper clothing being worn				
Hand protection				
Fall Protection				
Inspection Item	Yes	No	N/A	Comment/Corrections
Guardrails protecting open-sided floors, holes/openings, scaffolds, runways, etc.				
Harnesses/lanyards onsite/used				
Ladder setup				
Ladders extended 36" above landing and tied off				
Warning lines				
Wall openings protected				
Ladders used in accordance with manufacturer's manual				



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Floor openings protected				
Fall protection equipment inspected				
Hand and Power Tools				
Inspection Item	Yes	No	N/A	Comment/Corrections
Proper tools being used for the job				
Guarding				
Inspected and maintained				
Electrical				
Inspection Item	Yes	No	N/A	Comment/Corrections
Cord condition/grounding				
GFCI protection				
Temp lighting with cages				
Lockout/Tagout				
Panel covers				
Excavations/Trenching				
Inspection Item	Yes	No	N/A	Comment/Corrections
Competent person				
Proper shoring and/or sloping of excavations				
Access/Egress provided				
Diggers hotline – called and marked				
Materials and equipment stored at least 2' from the edge				
Daily inspection log				
Confined space permit				
Fire Prevention				
Inspection Item	Yes	No	N/A	Comment/Corrections
General housekeeping appearance				
Fire extinguishers provided				
Approved safety gas cans				
Scaffolding				
Inspection Item	Yes	No	N/A	Comment/Corrections
Scaffold setup/access				
Scaffold planking/toe boards				
Scaffold stability/ties/base				
Mobile scaffolds				
Miscellaneous				
Inspection Item	Yes	No	N/A	Comment/Corrections
Appropriate training complete and up to date				
Concrete and masonry				
Respiratory protection				
Protection from falling objects				

Other comments or recommendations:

*Pictures will be attached to all reports as necessary.

QUARTERLY CORD & TOOL INSPECTION



Quarterly Cord & Tool Inspection Toolbox Talk

Quarterly inspections protect you from electrical hazards by identifying the defects in extension cords and power tools. Cords still need to be inspected before use, even if they have the current quarterly color.

Color	Months
White	January – March
Green	April – June
Red	July – September
Orange	October – December

Quarterly Cord & Tool Inspection Guidelines:

- Never use an extension cord or power tool that isn't marked with the correct color for that quarter.
- All extension cords should have the correct color of tape one inch from the end.
- All power tools should have the correct color tape one inch from the end of the cord.