

## **Pre-Briefing “Toolbox” MEETINGS**

Toolbox Safety Meetings were first started in the construction industry as a way for contractors to inform their crews of the day’s activities, jobs, dangers, concerns, and questions. They evolved to become commonplace at most job sites and have proven to be major factors in accident reduction. Although we do not regularly operate out of pick-up trucks at the Observatory, we do regularly have new and different tasks that require careful thought and preparation if they are to be done safely and properly. Utilizing open discussion of the tasks to be performed by those experienced in doing the work as well as the engineers or planners of the tasks, will usually bring about excellent results with no injuries. For more information see Supplement to Tucson / Kitt Peak EHS Manual.

### **Toolbox Safety Meetings should be held when:**

1. A new task is being performed for the first time, or by different participants.
2. Any major task is being performed, even if done before.
3. Any task is being performed in crowded or hazardous conditions.
4. Any task is being performed with new equipment.

### **To prepare for the meeting:**

1. Appoint a leader for the meeting.
2. Inspect the jobsite for hazards.
3. Read the material you plan to discuss.
4. Be sure to know the regulations, guidelines and company rules related to the day’s work or task.
5. Invite the crew to ask questions and make suggestions, and answer or consider them all.
6. If there is disagreement on a method, obtain an expert to get an opinion
7. Obtain feedback from the crew on the meeting.
8. Involve the crew in preparing for the meeting and future meetings, and finally:
9. Look into complaints, concerns or suggestions brought up by the crew and keep good records of each meeting, time, place, and subject.
10. Be sure that everyone of the crew knows that performing the job safely is paramount.
11. Make sure all in attendance print and sign their name on page 2 of Tailgate form.