

There are times when you will not have what you need to complete a task safely and correctly. Whether it is the proper training, tools, knowledge, time, materials, support, equipment, etc., there is a lot you need in place to do any one work task correctly and safely. It is vitally important to take the time to get the right people involved depending on what you need to get your work done.

Scenario's When to Involve Another Person

1. You realize you were provided the wrong materials for a work task. It is necessary to stop and talk with a supervisor to get the correct materials to avoid any issues later on.
2. You are alone but you need to lift a heavy, awkward object. Stop work and seek out a co-worker who can help you lift it, eliminating the risk of a sprain/strain injury.
3. You are working near another trade, and their work affects you and the work you are trying to complete. Stop work and make sure there is clear and constant communication with the other contractor to ensure neither company's work is negatively affected nor someone is put at risk of injury.

Other Considerations

Often, we do not want to slow down production or progress to ask a question to get the things we need to complete a job safely. Whether it is fear of negative judgment from others or having too much pride, it is important to get past that to be able to feel comfortable asking for help.

It may take a few extra minutes to get someone else involved, but it could save hours of lost production or an injury. Be an approachable person at work, so others feel comfortable coming to you for help. When someone else is injured, or production is lost due to a mistake, everyone loses. Work as a team to ensure everyone has what they need to complete their assigned work tasks successfully.

Remember This!

No one has all the answers. If you do, you are underpaid and underutilized. The bottom line is we all need help from time to time. Take the time to do your work efficiently and safely. If that means stopping to involve the right person, then do so. You have the time to work safely at Hudson Bay Insulation, if you feel you can't, please contact Chris Jenkins, John Nold or Greg Zevely.





Tool Box Talk/Safety Meeting Sign In Sheet

Energy Efficiency Specialists™

Email to chris@hudsonbayins.com or safety@hudsonbayins.com or text to (206) 730-6273

Topic: _____ Date: _____

Discussion Leader: _____ Job Name: _____

	Employee Name	Employee Signature
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Employee Comments, Concerns, Suggestions or Recommendations to improve workplace safety & health:

Please submit this document immediately upon completion of the meeting to the safety department and retain the original copy of this document in the Safety & Risk Management Plan.