TOOLBOX SAFETY TALK

To be competent in a type of work means a person has the knowledge, experience and training to perform that work.

Workers may only perform tasks which they are competent to perform safely. Along with training records, a worker needs to be able to demonstrate safe work practices to their supervisors.

EMPLOYER CHECKS

Employers must ensure their workers are competent and qualified for the work they do. Employers must also document competency assurance checks. That is,

- the worker claims to have the qualifications;
- the employer checks to see that the worker has the qualifications; and
- the employer documents that they have checked the worker's qualificiations.

TRAINING AND QUALIFICATIONS

An employer must provide or verify a worker's training before work begins.

- Do the workers have necessary qualifications and proof of any required qualifications? (Ask to see training verification cards the worker must carry while they work.)
- Have new workers gone through new worker orientation?
- Have all workers received training for new conditions in the workplace, such as new processes, equipment, machines, work site location?
- Do all workers know how to manage the hazards that are part of their particular work?
- Do workers know how to deal with hazards that they are not authorized or qualified to correct?

REPORTING PROCEDURES

Look at different scenarios and review the reporting procedures.

- *One employer on the site.*
  Who is the site supervisor?
  How does the worker communicate?
  Text? E-mail? In person?
- *Several employers on the site.*
  Who is in charge of OHS?
  Who does the worker report unsafe conditions to: their own supervisor or a site supervisor?

What should a worker do when they feel they are not knowledgeable enough to do the work?

- Take a stab at it and do it anyway? **NO**
- Go home? **NO**
- Report the situation to their supervisor? **YES.**
  Ask the supervisor for instruction, including demonstrating how to do the work, if necessary.

- Do supervisors and workers know the process for work refusals?

What does the supervisor do when the worker is unsure about the work?

- Review the *SAFE WORK PROCEDURE* with the worker.
- Demonstrate the *SAFE WORK PROCEDURE* to the worker.
- Have the worker demonstrate the *SAFE WORK PROCEDURE* back to the supervisor.

Review safe work practices as often as you need to so that workers perform the work accordingly.

Use toolbox talks to highlight hazards and hazard controls particular to the day/shift.