

Date: April 20, 2020		EMAIL THIS SHEET IN TO THE OFFICE AFTER YOUR MEETING!!!
Project Number#	Job Name:	Person Conducting Meeting:

Morning Stretch / Morning Instructions

As we are doing our stretches this morning, we are reminded of our responsibilities to keep our jobsite safe. This starts by maintaining 6' distance from workers on this project, keeping our lunchroom wiped down, cleaning our hands, avoiding touching our face, and if we are sick **GO HOME**. Your foreman will let you know what they want you to do today, where your materials and equipment are located, etc. This is the time to ask any questions you may have and inform them of any issues you had yesterday.



Last week's Bonus Question: What co-workers were last weeks Tool-Box-Talk winners?

Answer: Last weeks TBT winners were Jake Creech @ Daymark & Brian Kunkel @ 8th Street Apartments.

Inspect your equipment (**scaffold, aerial lifts, ladders, fall protection, electrical cords, etc., etc.**) prior to the start of each work shift.

For **inspection packets or repair tags** call **Dave Sangren @ (612) 644-3136** to have some delivered to your jobsite.

Any questions give Sturg a call (612) 221-8603

PLEASE PRINT YOUR NAME

(Foreman review sheet, verify crew members names are legible)

Visit our website: www.olympiccompanies.com

Comments:

**** See COVID-19 updates on Olympics' Facebook page, Olympic's website or inside your payroll check ****

Record to beat **378 days!!!**

As of **April 16, 2020** we have worked **194** days without a Lost Time Injury.

We have safely worked **143,888** hours towards our ATV goal of **150,000** hours!

Toolbox Talks winner for last week: **Adam Amiot @ Lake Haus, JD @ 240 Park Ave & Chris Heini @ Colliers International**

This week's Bonus Question: **Why are there photos of ATV's on this week's Tool-Box-Talk?**

Hint: **See Foreman**

Questions To Start The Day

Does everyone understand what we are to do regarding controlling the COVID-19 Virus on this project?

What problems did we have yesterday?

What are we working on today?

Do we have everything we need?

(Safety Supplies, Materials, Tools, Fasteners, Proper Instructions...)

How much do we need to get done today?

What would make us more efficient?

Does anyone have any questions?

Toolbox Talk (T-B-T)

What is toolbox meeting?

Toolbox Talks... A toolbox talk is an informal safety meeting that focuses on safety topics related to Olympic's scope of work, such as workplace hazards and safe work practices. Meetings are normally short in duration and are generally held at the Foreman's office or the lunchroom and conducted by the Foreman or a designated lead person. Each jobsite will hold the Toolbox talk on Monday morning after morning coffee break. If a Foreman or Lead Person notices that the crew is lacking information or are not following Olympic policies. The Foreman needs to request an additional information or assistance from Sturg or one of our Superintendents.

Why is toolbox talk important?

It's a great way to provide additional training, reinforce the importance of safety and reconfirm the General Contractor's jobsite rules on toolbox talks. Toolbox talks focus on safety aspects related to Olympic's work activities, discuss an injury/near miss or a new safety rule that our GC or OSHA maybe requiring.

Does OSHA require toolbox talks?

The short answer is no. OSHA has no specific standard or language that requires a company to hold toolbox talks- whether that is daily, weekly, monthly or yearly. That being said, there is legal jargon in OSHA's standards that could be used as an argument to do so. **BUT** we have committed to our insurance company that Olympic will continue to train our crews and provided signed TBT sign-in sheets that verifies that this training has occurred.

Are toolbox talks a legal requirement?

Toolbox talks are certainly a way of providing relevant health and safety information and instruction. They may not be a specific legal requirement. However, they will certainly help Olympic or our General Contractors in any conflict that may involve our dear friends at OSHA, or if we are involved in an incident on a project that proves Olympic Companies complies with all health and safety laws. During our current pandemic, we are allowing our Foreman to print our employees name and placing an "X" as their signature to keep our crew from touching your I-pads to prevent the spread of the COVID-19 virus.

A Toolbox Talk (T-B-T) is a part of what your crew views as **YOUR** and **Olympics'** commitment to safety. We need to practice what we preach, be critical of your crew's performance on your project.

LEAD BY EXAMPLE!