

Standard Operating Procedure
Toolbox Meeting Policy

Policy Section No.:08
Revision No.: 2

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TOOLBOX MEETING POLICY

1. Purpose:

- 1.1 To establish a policy as it pertains to weekly safety meetings.

2. Responsibility:

- 2.1 It shall be the responsibility of the Project Managers and Foremen to follow this procedure.

3. Procedure:

- 3.1 All Project Managers must ensure their project staff attends weekly safety meetings.
- 3.2 All Foremen must conduct the weekly meeting.
- 3.2.1 The topic and outline will be sent out at the beginning of each month.
- 3.2.2 After discussing the weekly topic, site specific issues/concerns will be discussed.
- 3.3 Each employee attending the meeting must print and sign their name on the safety meeting sheet.
- 3.4 After the meeting, copies shall be sent to Therma's main office with time cards.
- 3.4.1 If requested, copies shall be made and sent to general contractor/owner.

4. Records:

- 4.1 Training records will be maintained in accordance with Therma's Injury Illness Prevention Program (3 years).

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5. Tips for Successful Meetings:

- 5.1 Limit each talk to between 10 and 15 minutes. Don't let the meetings turn into a gripe session about unrelated topics. STAY FOCUSED!
- 5.2 Give recognition. Start each meeting by complimenting the workers for some recent good work by saying something in a positive sense.
- 5.3 Give the talk in your own words. Each of the safety topics gives general information and should only be a reference for your discussions. You should always customize your talks to fit your own operations.
- 5.4 Get your people to participate. The purpose is to get workers to think about safety problems. Make the talk a discussion and have the workers identify hazards and explain what to do about them. Encourage suggestions for improving jobsite safety.
- 5.5 Reinforce the positive points brought out during the discussion at the end of the meeting.