



# Guidelines for the Site Safety Coordinator

## Toolbox Talks

This document provides a standard interpretation of the requirements for ensuring the weekly Toolbox Talks are conducted and documented by Contractors at a Polygon Construction Site.

### Requirements

The PCML H&S Program states in Section 1.5 that the supervisor or foreman for a Contractor must “hold a minimum of one Trade Tool Box Talk per week with his / her crew, document the meeting and submit a copy to the Site Safety Coordinator”. The Site Superintendent and Site Safety Coordinator share the responsibility to ensure all Contractors conduct and document weekly Toolbox Talks.

### Working Days

If a Contractor’s workers are on site for 3 or more of the working days in a week then a Toolbox Talk from that Contractor must be submitted. The working days in a week should be considered as the days allowed for construction activities by the municipal noise bylaw or as determined by the Site Superintendent, such as when the site is closed for a holiday. The work week is considered to be Monday to Sunday.

|             |   | Working Days per Week |     |     |           |
|-------------|---|-----------------------|-----|-----|-----------|
|             |   | 7                     | 6   | 5   | 4 or less |
| Days Worked | 7 | Yes                   | -   | -   | -         |
|             | 6 | Yes                   | Yes | -   | -         |
|             | 5 | Yes                   | Yes | Yes | -         |
|             | 4 | Yes                   | Yes | Yes | Yes       |
|             | 3 | Yes                   | Yes | Yes | Yes       |
|             | 2 | No                    | No  | No  | Yes       |
|             | 1 | No                    | No  | No  | No        |

The exception is a week with 4 or less working days, where Toolbox talks are required after only 2 days worked.

### Number of Workers

If only 1 or 2 of a Contractor’s workers are on site then those workers may participate in the Labour Crew Toolbox Talk in lieu of submitting a separate Toolbox talk provided at least one topic covered in the talk is applicable to their activities.

It is also acceptable, if Trade Safety Meetings are held on a weekly basis and with permission of the Site Superintendent, for the 1 or 2 workers to attend the Trade Safety Meeting in lieu of a Toolbox Talk.

### Sub-Contractors

Sub-Contractors must participate in the Toolbox talk of the Contractor or submit their own.

### Disciplinary Action

Conducting and documenting Toolbox Talks is important as it records the ongoing efforts to communicate safety-related information with workers. Failure to submit documentation of a Toolbox Talk will be considered a Minor Safety Violation by the Contractor Supervisor / Foreman.