

# FALL PREVENTION TOOLBOX TALK CHECKLIST

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# FALL PREVENTION TRAINING GUIDE:

## *A Lesson Plan for Employers*

This checklist is intended to be used in addition to OSHA publication 3666, *Fall Prevention Training Guide: A Lesson Plan for Employers*. If you don't have a copy of the OSHA *Fall Prevention Training Guide*, download it at <https://www.osha.gov/Publications/OSHA3666.pdf>.

The *Fall Prevention Training Guide* has a lot of great material to help you lead fall prevention & protection toolbox talks on three specific topics:

- Ladder safety
- Scaffolding safety
- Roofing work safety

We've created this checklist not to provide you content to discuss during the three toolbox talks themselves. OSHA's done a fine job of that with their *Training Guide*. Instead, this checklist will help you:

- Prepare for the toolbox talks
- Make sure you've discussed all items during the toolbox talks
- Gather useful safety-related comments made by employees during the toolbox talks
- Takes notes about how you can improve the toolbox talk next time
- Investigate those employee comments further for corrective actions
- Make sure you've made those corrective actions when appropriate
- Communicate back to employees on your considerations and corrective actions
- Improve your toolbox talk for next time

In particular, the OSHA *Fall Prevention Training Guide* offers no guidance on collecting important safety information from employee comments made during the toolbox talks and using them to consider and implement corrective actions. We believe that's one of the primary strengths of this checklist and one of the best reasons to use it along with the OSHA *Training Guide*.

We've divided the checklist into four parts. The first part is to ensure you've become familiar with the *Training Guide*. And the next three parts correspond to the three toolbox talks you'll have—ladder safety, scaffolding safety, and roofing work safety.

Before you lead any of the three toolbox talks, we encourage you to read the entire OSHA *Fall Prevention Training Guide* and become familiar with it.

# BECOMING FAMILIAR WITH

## *The Fall Prevention Training Guide*

Use the short checklist below to become familiar with the *Fall Prevention Training Guide* before you lead any of the toolbox talks.

<b><i>Fall Prevention Training Guide</i> Familiarity Checklist</b>	
<b>Question</b>	<b>Yes/No (check for yes, "No" for no)</b>
Did you become familiar with the fall-related fatality information on page 1?	
Did you consider going to the OSHA <a href="#">Workplace Injury, Illness, and Fatality Statistics</a> webpage or the Bureau of Labor Statistics (BLS) <a href="#">Injuries, Illnesses, and Fatalities</a> webpage for the most recent fall-related fatality information?  If so, use the line below to enter the data you found. Enter updated fall-related fatality information here:	
Did you check out and download the recommended additional resources listed on page 1?	
Did you read and understand the training tips at the bottom of page 1 (that your toolbox talk should be short, participatory, and easy to follow)?	
Did you understand the explanations of why it's important to prevent falls on page 2?	
Did you read, do you understand, and can you follow the tips for carrying out the training on page 2?	
Did you read, do you understand, and can you carry out the advice for trainers on pages 3 and 4?	

If you've checked off every question on this list—with a check meaning "yes"—then you're done with this section of the toolbox talk preparation.

# LADDER SAFETY TOOLBOX TALK

This checklist is designed to help you with the ladder safety toolbox talk.

The checklist is separated into the following sections:

- Preparing for the toolbox talk
- Leading the toolbox talk
- Gathering safety-related comments employees made during the toolbox talk
- Taking notes about how you can improve your toolbox talk next time
- Evaluating the employee safety comments further
- Implementing corrective actions based on employee comments
- Communicating back to employees about their comments, concerns, and corrective actions
- Improving your toolbox talk for next time

Use the checklist below to prepare in advance for your ladder safety toolbox talk.

<b>Preparing for the Ladder Safety Toolbox Talk</b>	
<b>Preparation Item</b>	<b>Completed (Check for Yes)</b>
Did you read and do you understand the job site example?	
What additional site-specific information should you add to the prepared materials?	
Write notes about additional site-specific information here:	
Are there additional questions you'd like to ask along with the prepared questions?	
Write notes about additional questions you'd like to ask here:	

Use the checklist below to help you lead the ladder safety toolbox talk.

<b>Leading the Ladder Safety Toolbox Talk</b>	
<b>What To Do</b>	<b>Completed (Check for Yes)</b>
Discuss the job site example	
Discuss inspecting ladders	
Discuss using ladders	
Discuss care of ladders	
Ask the suggested questions	

Use the section below to record safety-related issues voiced by employees during the ladder safety toolbox talk.

<b>Gathering Safety-Related Comments from Employees During Toolbox Talk</b>	
<b>Concern/Issue/Hazard</b>	<b>Raised by Whom?</b>

Use the section below to take notes about how you could improve this toolbox talk the next time you lead it.

<b>Notes for Improving Toolbox Talk Next Time</b>	
<b>Section/Point</b>	<b>Problem</b>

Use the section below to record your further considerations of employee safety concerns that were raised during the ladder safety toolbox talk.

<b>Further Evaluations of Employee Safety Comments During the Ladder Safety Toolbox Talk</b>	
<b>Concern/Hazard/Issue</b>	<b>Further Consideration</b>

Use this section for implementing corrective actions based on discussions during the ladder safety toolbox talk.

<b>Notes for Implementing Corrective Actions After Ladder Safety Toolbox Talk</b>				
<b>Concern/ Hazard/Issue</b>	<b>Corrective Action</b>	<b>Who?</b>	<b>By when?</b>	<b>Completed (and date)</b>

Use this section for communicating back to employees about their safety concerns raised during the ladder safety toolbox talk and any corrective actions you have planned or have implemented.

<b>Notes for Communicating Back to Employees Regarding Concerns Voiced During Ladder Safety Toolbox Talk</b>	
<b>Concern/Hazard/Issue</b>	<b>Follow-Up</b>

Use this section for recording ideas about how to improve your ladder safety toolbox talk and for making sure they get done.

<b>Notes for Improving the Ladder Safety Toolbox Talk for Next Time</b>		
<b>Section</b>	<b>Problem</b>	<b>How to Improve?</b>

# SCAFFOLDING SAFETY TOOLBOX TALK

This checklist is designed to help you with the scaffolding safety toolbox talk.

The checklist is separated into the following sections:

- Preparing for the toolbox talk
- Leading the toolbox talk
- Gathering safety-related comments employees made during the toolbox talk
- Taking notes about how you can improve your toolbox talk next time
- Evaluating the employee safety comments further
- Implementing corrective actions based on employee comments
- Communicating back to employees about their comments, concerns, and corrective actions
- Improving your toolbox talk for next time
- Use the checklist below to prepare in advance for your ladder safety toolbox talk.

Use the checklist below to prepare in advance for your scaffolding safety toolbox talk.

<b>Preparing for the Scaffolding Safety Toolbox Talk</b>	
<b>Preparation Item</b>	<b>Completed (Check for Yes)</b>
Did you read and do you understand the job site example?	
What additional site-specific information should you add to the prepared materials?	
Write notes about additional site-specific information here:	
Are there additional questions you'd like to ask along with the prepared questions?	
Write notes about additional questions you'd like to ask here:	



Use the checklist below to help you lead the scaffolding safety toolbox talk.

<b>Leading the Scaffolding Safety Toolbox Talk</b>	
<b>What To Do</b>	<b>Completed (Check for Yes)</b>
Discuss the job site example	
Discuss designing scaffolding	
Discuss using scaffolding	
Discuss care of scaffolding	
Ask the recommended questions	

Use the section below to record safety-related issues voiced by employees during the scaffolding safety toolbox talk.

<b>Gathering Safety-Related Comments from Employees During Toolbox Talk</b>	
<b>Concern/Issue/Hazard</b>	<b>Raised by Whom?</b>

Use the section below to takes notes about how you could improve this toolbox talk the next time you lead it.

<b>Notes for Improving Toolbox Talk Next Time</b>	
<b>Section/Point</b>	<b>Problem</b>

Use the section below to record your further considerations of employee safety concerns that were raised during the scaffolding safety toolbox talk.

<b>Further Evaluations of Employee Safety Comments During the Scaffolding Safety Toolbox Talk</b>	
<b>Concern/Hazard/Issue</b>	<b>Further Consideration</b>

Use this section for implementing corrective actions based on discussions during the scaffolding safety toolbox talk.

<b>Notes for Implementing Corrective Actions After Scaffolding Safety Toolbox Talk</b>				
<b>Concern/ Hazard/Issue</b>	<b>Corrective Action</b>	<b>Who?</b>	<b>By when?</b>	<b>Completed (and date)</b>

Use this section for communicating back to employees about their safety concerns raised during the scaffolding safety toolbox talk and any corrective actions you have planned or have implemented.

<b>Notes for Communicating Back to Employees Regarding Concerns Voiced During Scaffolding Safety Toolbox Talk</b>	
<b>Concern/Hazard/Issue</b>	<b>Follow-Up</b>

Use this section for recording ideas about how to improve your scaffolding safety toolbox talk and for making sure they get done.

<b>Notes for Improving the Scaffolding Safety Toolbox Talk for Next Time</b>		
<b>Section</b>	<b>Problem</b>	<b>How to Improve?</b>

# ROOFING WORK TOOLBOX TALK

This checklist is designed to help you with the roofing work safety toolbox talk.

The checklist is separated into the following sections:

- Preparing for the toolbox talk
- Leading the toolbox talk
- Gathering safety-related comments employees made during the toolbox talk
- Taking notes about how you can improve your toolbox talk next time
- Evaluating the employee safety comments further
- Implementing corrective actions based on employee comments
- Communicating back to employees about their comments, concerns, and corrective actions
- Improving your toolbox talk for next time

Use the checklist below to prepare in advance for your roofing work safety toolbox talk.

<b>Preparing for the Roofing Work Safety Toolbox Talk</b>	
<b>Preparation Item</b>	<b>Completed (Check for Yes)</b>
Did you read and do you understand the job site example?	
What additional site-specific information should you add to the prepared materials?	
Write notes about additional site-specific information here:	
Are there additional questions you'd like to ask along with the prepared questions?	
Write notes about additional questions you'd like to ask here:	

Use the checklist below to help you lead the roofing work safety toolbox talk.

<b>Leading the Roofing Work Safety Toolbox Talk</b>	
<b>What To Do</b>	<b>Completed (Check for Yes)</b>
Discuss the job site example	
Discuss fall hazards	
Discuss possible results of a fall	
Discuss the hierarchy of controls for fall prevention & protection	
Discuss the components of personal fall arrest systems	
Discuss other fall protection systems	
Discuss fall prevention practices	
Discuss steps for working safely on roofs	
Discuss personal fall arrest systems and their use	
Discuss safety monitors	
Ask the recommended questions	

Use the section below to record safety-related issues voiced by employees during the roofing work safety toolbox talk.

<b>Gathering Safety-Related Comments from Employees During Toolbox Talk</b>	
<b>Concern/Issue/Hazard</b>	<b>Raised by Whom?</b>

Use the section below to take notes about how you could improve this toolbox talk the next time you lead it.

<b>Notes for Improving Toolbox Talk Next Time</b>	
<b>Section/Point</b>	<b>Problem</b>

Use the section below to record your further considerations of employee safety concerns that were raised during the roofing work safety toolbox talk.

<b>Further Evaluations of Employee Safety Comments During the Roofing Work Safety Toolbox Talk</b>	
<b>Concern/Hazard/Issue</b>	<b>Further Consideration</b>

Use this section for implementing corrective actions based on discussions during the roofing work safety toolbox talk.

<b>Notes for Implementing Corrective Actions After Roofing Work Safety Toolbox Talk</b>				
Concern/ Hazard/Issue	Corrective Action	Who?	By when?	Completed (and date)

Use this section for communicating back to employees about their safety concerns raised during the roofing work safety toolbox talk and any corrective actions you have planned or have implemented.

<b>Notes for Communicating Back to Employees Regarding Concerns Voiced During Roofing Work Safety Toolbox Talk</b>	
Concern/Hazard/Issue	Follow-Up

Use this section for recording ideas about how to improve your roofing work safety toolbox talk and for making sure they get done.

<b>Notes for Improving the Roofing Work Safety Toolbox Talk for Next Time</b>		
<b>Section</b>	<b>Problem</b>	<b>How to Improve?</b>



# CONVERGENCE SAFETY & SAFETY TRAINING SOLUTIONS

- Learning management system (LMS) for safety training administration
- Online EHS training courses
- Safety management software
- Incident tracking & reporting software
- Mobile apps for training, safety management & incident reporting

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