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| RECORD OF TOOL BOX TALK |
| Workplace: | Date: |
| Name of supervisor or presenter: | Time: |
| Persons present |
| Name | Signature | Name | Signature |
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| Topics discussed  |
| DISTRACTIONS ON THE JOB - NO RISK IS WORTH YOUR LIFEConsider this: 4 out of every 5 accidents are the fault of the person involved in the incident. Unsafe acts cause four times as many accidents and injuries as unsafe conditions. Many accidents and injuries occur when you are distracted while working. Below are safety guidelines to ensure that you and all workers are aware of the distractions that may occur while on the job, and how these distractions can be eliminated:* Mental distractions: Dropping your ‘mental’ guard can pull your focus away from safe work procedures.
* Inattention: Inattention may be the result from workplace arguments, confusing instructions, concern about working hours, wages, bills, etc. Inattention worsens with fatigue and boredom.
* **Machinery:** Set up your workstation in a clear unobstructed location with good lighting, proper electrical circuits, and free from slips, trips, and falls. When a machine is dangerous to operate, inform your supervisor immediately
* **Hearing:** Playing loud music and using headphones can be a hazardous distraction. Workers need to hear when important instructions or warnings are told. A co-worker may save your life.
* **Shortcuts:** Every day we make decisions we hope will make the job faster and more efficient. Do time savers ever risk your safety, or that of your co-workers? Short cuts that reduce your safety on the job are not shortcuts, but an increased chance for injury.
* **Overconfidence:** Confidence is a good thing. Overconfidence can be too much of a good thing. Do not start a task with incomplete instructions. Ask for explanations about work procedures and safety precautions.
* **Poor housekeeping:** Poor housekeeping creates hazards of all types. A well-maintained area sets a standard for others to follow. Good housekeeping involves both pride and safety.
* **Ignoring safety procedures**: Purposely failing to observe safety procedures can endanger you and your co-workers. Being hasty in starting a task or not thinking through the process can put you in harm’s way.

**Plan your work and then work your plan.**Remember: Concentrate on the work at hand and keep your mind on your work. Utilize these safety guidelines |
| Comments/Feedback  |
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