



Minnesota Electrical Association

Electrical Toolbox Talks

Construction Sites

Perimeter Barricades: The entire construction site should be fenced off or otherwise secured to prevent unauthorized people from intentionally or unintentionally entering the work site.

Internal Barricades: These help prevent workers from entering areas where there is danger of falling objects.

Tools: Tools will be well maintained and stored in their proper place when not in use. Use only the proper tool for the job.

Walkways: Walkways will be clearly marked and roped off to allow employees to safely enter and leave the work site.

Housekeeping: All employees are required to pick up debris, tools, and equipment and carry them to the proper disposal or storage location.

Above Ground Work: Ladders and scaffolds should be inspected _____ (daily/weekly) for damage and weakness.

Electricity: All electrical power sources not necessary for construction will be shut off. All wiring will be insulated. Warnings will be posted around live wires. Fuses, circuit breakers, and ground fault interrupters will be used to help prevent shock injuries.

Fires: Fire protection equipment is available in _____ (van/office/other location). Training for their proper use is held _____ (when) _____ (where).

Personal Protective Equipment: Hard hats, eye protection, hard toe shoes will be worn at all times. Employee will bring these to work every day and get replacements from the supervisor when replacements are needed. Employee will maintain these items in working order or get a replacement.

For additional safety information check manufacturer's guidelines, contact a competent professional or the OSHA Consultation Office.

These rules are samples only. Each employer is responsible for working with his/her employees to write rules that meet the specific needs of their individual company and type of work. Each employer is responsible for assessing the accuracy of their rules and keeping them up to date. OSHA requires a minimum of an update and employee re-training annually.

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It's Our Business to Protect Yours



Construction Site Safety Checklist

Date: _____ Site: _____

Trailer/Site

- First Aid
- Posting requirements (OSHA, WC, EEOC, wages, etc.)
- Program review
- Fire extinguishers
- ERTK program
- Site emergency plan
- Site security plan
- Environmental--any special situations
- Potable water and toilet systems
- Other _____

Public Protection

- Barricades
- Flagging
- Traffic controls
- Other _____

Fire Protection

- Fire protection plan
- Gas cylinder storage
- Storage of flammable liquids
- Welding equipment
- Safety cans
- Other _____

Housekeeping

- Daily debris removal
- Clear access to exits and stairs
- Site areas clean
- Cords in walkways
- Adequate lighting
- Other _____

Personal Protective Equipment

- Respirator program
- Ear protection
- Eye protection
- Footwear
- Gloves
- Hard hats
- Proper clothing
- Other _____

Electrical

- GFCI
- Grounding
- No exposed live parts
- Hard usage three-wire cords
- Overhead lines
- Other _____

Fall Protection

- Site fall protection plan
- Floor holes
- Wall openings
- Guard rails
- Stair rails
- Perimeter rails
- Harness and lanyards
- Other _____

Excavations/Trenches

- Competent person
- Gopher State One Call
- Access/egress
- Cave-in protection (slope/box)
- Daily inspections
- Soil testing
- Spoil pile
- Other _____

Cranes

- Condition
- Load charts
- Annual inspection
- Frequent inspection/operator
- Swing radios
- Other _____

Ladders

- Condition
- Extends at least 3' above landing
- Secured
- Other _____

Heavy Equipment/ Tools

- Forklift
- Aerial lifts
- Skid steer
- Generators/Compressors
- Heaters
- Other _____

Scaffolds

- Competent person
- Daily inspections
- Mobile scaffold requirements
- Fabricated frame scaffold requirements
- Other _____

Miscellaneous/ Other

- _____
- _____
- _____

Note:
This list is not all-inclusive.