



# Toolbox TALK

## POLICIES AND PROCEDURES

It's important everyone on a site is aware of the company's health and safety policies and procedures. Policies and procedures help workers understand their individual roles in protecting the team's well-being and safety.

Questions to ask:

- Where can I find our policies and procedures?
- Who do I go to with questions about our policies or procedures?
- Does our client have more stringent or different policies and procedures I need to follow? Where can I find out?
- Who do I contact if policies and procedures are not being followed?
- Do we need to adapt our procedures to reflect jobsite conditions or work scope changes?
- How do we make changes to our policies and procedures?
- How can I help create and update our policies and procedures?
- What other tools do we use to support our policies and procedures?

Examples:

- Task Hazard Analysis
- Daily Tailgate Safety Meetings
- Job Safety Analysis (JSA)
- Health and Safety Plans (HASPs)

Policies and procedures exist first and foremost to protect you and the people around you. Second, they serve to ensure compliance with regulatory and client requirements. Set the example and lead the way by following policies and procedures, and never be afraid to question them or suggest improvements.



Date:

### ATTENDANCE RECORD

SUPERVISOR:

CREW MEMBERS PRESENT:

COMMENTS/FEEDBACK: