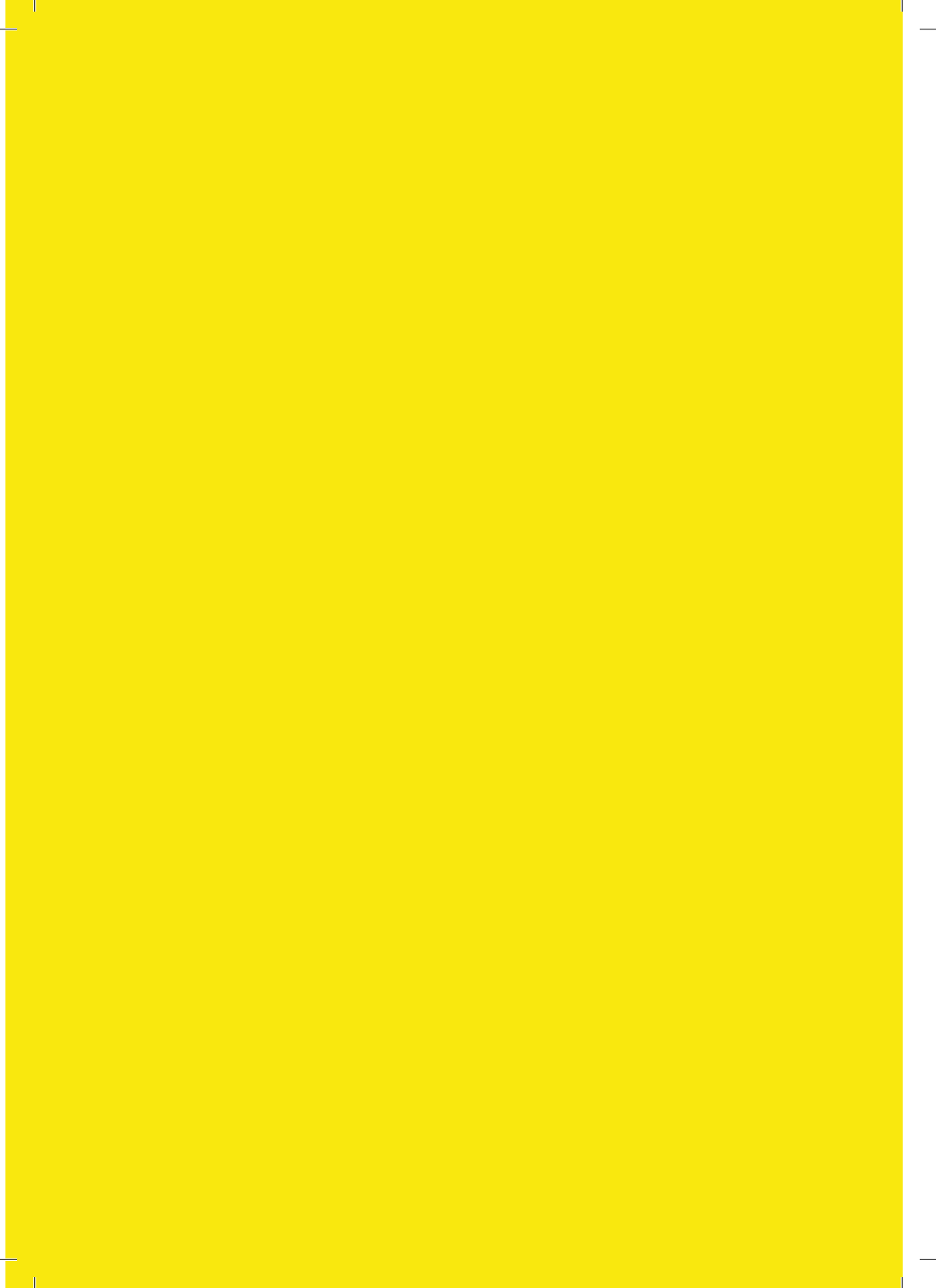


Guide to **EFFECTIVE TOOLBOX MEETING**

施工前安全会议指南





Introduction

Toolbox meeting is one of the best ways to communicate the importance of safety. It should be conducted daily first thing in the morning or before the start of the work shift.

Running effective toolbox meetings can be challenging. To help make it easier, this guide aims to provide a clear and systematic format for conducting such meeting.

This guide can be used in conjunction with the *Toolbox Meeting Aid*¹ for a more productive toolbox talk.

6 Steps to Conduct a Toolbox Meeting

Step 1: Are you fit to work today?

Assess workers' fitness to work for the day or shift. All workers should be physically and medically fit to carry out all the tasks assigned to them.



1. Drunk test

- Have the worker to walk in a straight line, heel-to-toe for 6 steps. If he is not able to do so, it may suggest that he is not fit for work or might be under the influence of alcohol.



2. Body temperature test

- Workers with temperatures above 37°C may indicate that they are unwell and hence unfit for the day / shift's duties.

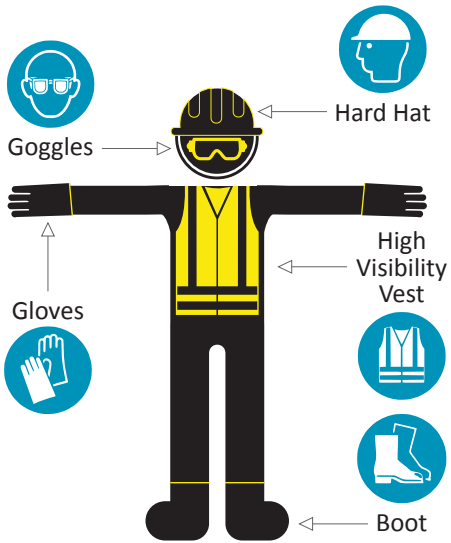


3. Health declaration

- Ask any worker who feels unwell or on medication. Assess his ability to carry out his task for the day.

¹ The *Toolbox Meeting Aid* is meant to complement your in-house toolbox meetings. It should not be regarded as a substitute or alternative to conducting your toolbox meetings.

Step 2: Personal Protective Equipment (PPE)



Any additional protection required?



Minimally, the workers must be given the following PPE:

- hard hat
- safety glasses
- gloves
- reflective vest
- safety boots






Additional PPE should be provided and worn by the workers according to the task assigned e.g. ear plugs, face shield, etc.

Step 3: Task

Communicate the tasks and highlight all hazardous work activities for workers to take note. E.g. work at heights, hot works, lifting, moving vehicles, electrical, etc. It should include safe work procedures and control measures to observe for the tasks.

Assign task for today

Any hazardous activities to take note?

<input type="checkbox"/> Work at heights		<input type="checkbox"/> Others
<input type="checkbox"/> Hot works		_____
<input type="checkbox"/> Lifting		_____
<input type="checkbox"/> Moving Vehicles		_____
<input type="checkbox"/> Electrical		_____

Step 4: Look. Think. Do

Simple risk assessment before work can save life. Remind workers to be observant of the hazards around them. Before commencing work, they should identify any hazard that may pose a danger to them. Report any hazard or unsafe work condition observed to the supervisor immediately.

Look: Look out for danger.

Think: Think of how you can protect yourself.

Do: Do your work safely.



Step 5: Report unsafe act or condition

We should encourage workers to share on any unsafe act or condition that they have seen on the previous work day.

Workers are also encouraged to share on any potential hazards that they foresee for the day's work, and offer suggestions to improve safety.

Have you seen any unsafe act or condition?

- Yesterday?
- Today?



You should stop work and report any unsafe act or condition at any time.

Step 6: Housekeeping

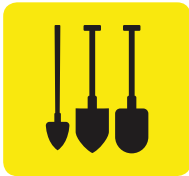
Remind all workers to perform the following housekeeping tasks before they end the day / shift.



1

Sort:

Keep what is necessary and throw away unwanted or spent materials.



2

Set in order:

Arrange tools back to their original positions.



3

Shine:

sweep and clean the work area.

Tips

- Start the meeting on a positive note.
- Compliment workers who have performed well.
- Use visual aids and give hands-on.
- Invite workers to participate.
- Keep the group small e.g. 20.

前言

施工前安全会议是与员工沟通和传递安全信息的最佳管道之一。会议应该在每天开工前或换班前进行。

此会议要达到有效的作用并非易事。本指南的目的就是与您分享如何能以按部就班的方式来有效的进行施工前安全会议。

要达到有效率的成果，本指南应当与[施工前安全会议辅助材料](#)¹一同使用。

施工前安全会议6步骤

第一步：今天的身体状况适合工作吗？

在开工前，评估员工的身体状况。员工们的身体状况必须能够胜任他们需要完成的工作。



1. 醉酒测试

- 确保员工能按照脚跟对脚尖的方式沿着一条直线行走6步。如果员工不能完成此项目，有可能他的身体状态不佳或受到酒精影响。



2. 体温测试

- 员工们的体温如果在37° C以上，可能表示他们身体不适，并不适合执行任何工作。

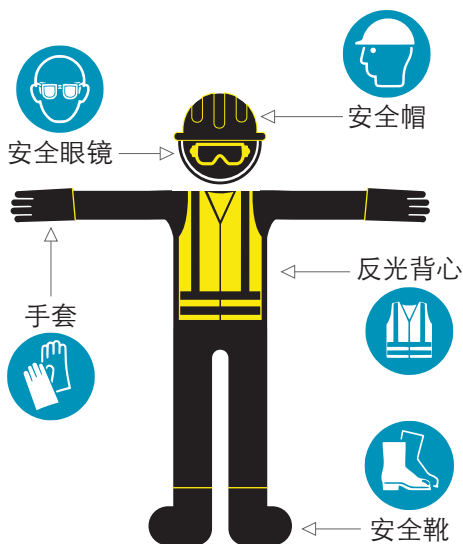


3. 申报身体状况

- 询问员工是否感到身体不适或正在服用药物。评估员工们的身体状况是否能胜任他们需要完成的工作。

¹ 工前安全会议辅助材料是为了辅助您执行内部日常工作安全会议而设，并不能取代或因此不执行日常工作安全会议。

第二步：个人防护配备(PPE)



需要额外的个人防护配备吗?



提供员工以下几个基本个人防护配备:

- a) 安全帽
- b) 安全眼镜
- c) 手套
- d) 反光背心
- e) 安全靴

根据员工所被委任的工作需要，您应该分配额外的个人防护配备例如耳塞、面罩等。

第三步：工作项目

在员工执行任何高危险性工作之前，必须与他们沟通，告知并强调工作时所可能面对的危险事项，让他们有所警惕。例如：高空作业、焊接、起重、穿驶车辆、处理电子装置等。您也必须向工人们传达每个项目的安全工作程序及风险控制措施。

今日的工作分配

是否有危险作业?

<input type="checkbox"/> 高空作业		<input type="checkbox"/> 其他
<input type="checkbox"/> 焊接/高温作业		_____
<input type="checkbox"/> 起重作业		_____
<input type="checkbox"/> 穿行车辆		_____
<input type="checkbox"/> 处理电子装置		_____

第四步：Look. Think. Do

在开工前，执行简单的风险评估可以挽救生命。提醒员工们要时刻观察周围可能导致生命危险的事物。在开始工作之前，员工们应辨认并举报何可能危害到他们生命的危险事物或现场状况。

Look: 预知危险

Think: 保护自己

Do: 安全工作



第五步：举报任何不安全的行为或现场状况

良好的沟通是处理工作场所安全非常关键的一环。鼓励员工分享他们昨日工作时所观察到的任何危险行为或状况。

鼓励员工针对今日的工作项目而预知他们所将面对的危险行为或状况进行分享。如果能鼓励员工提出相应的风险控制措施将会更加理想。

你是否观察到任何不安全工作行为或状况？

昨天？

今天？



如果你发现任何危险的行为或状况，
立刻停止工作，向上举报。

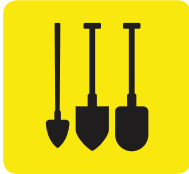
第六步：整洁管理

提醒所有工人们在收工或换班前，进行以下整洁工作。



1 分门别类

保留所需物品，把不需要的物品或材料进行适当的清除。



2 排列整齐

把使用后的工具摆回原位。



3 干净如新

打扫与清理工作区。

小提示：

- 以积极与正面的态度开启会议。
- 表扬采取安全工作态度的员工。
- 使用视觉教具与亲身示范的方式让员工有进一步的了解。
- 鼓励员工踊跃参与。
- 维持会议的人数。例如会议人数不超过20位员工。

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