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**Mobile equipment-pedestrian interface toolbox talk**

**What is a "Toolbox Talk"?**

A Toolbox Talk is an informal group discussion that focuses on a particular safety issue.

**Who can conduct a "Toolbox Talk"?**

Anyone can conduct a Toolbox Talk. It might be a good idea to share the responsibility among your crew.

**How long and often should these be conducted?**

This really depends on what works for your workplace. A good guideline would be for a maximum of a 15 minute talk on a monthly basis.

**Where and when should these discussions take place?**

The meeting should be held in a comfortable location at the beginning of a shift, after lunch/break, or built into another operational meeting like your pre-work planning.

**Do "Toolbox Talks" satisfy required safety training?**

No. Toolbox Talks are a brief discussion each month of relevant safety issues but they do not replace formal safety training.

**Do “Toolbox Talks” need to be documented?**

No. Some employers might want to track specific messaging, so a draft sign-in sheet is attached.

**Other applications for Toolbox Talks**

Toolbox Talks can be used for post incident communications, reinforcement of safe work practices, pre-work planning and talking points for hands-on training.

Insert your logo here

DATE\_\_\_\_\_\_\_\_\_\_\_ LOCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SUPERVISOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Be safe around mobile equipment!**

**What is the problem?**

* 44% of forklift incidents involve a pedestrian
o Man/woman meets machine. The machine wins every time
* In North America, every 3 days someone dies in a forklift related incident
* One out of every six occupational fatalities involve a forklift
* 59% of all serious injuries during shipping and handling involve forklifts

**How does this happen?**

• The drivers of forklifts can’t see pedestrians
o The mast, lift cylinders, chains, hydraulic hoses and load can completely block visibility

LOOK at this example to give you an idea (and this is without a load):

 

**How do we prevent incidents?**

**Worksites need to:**

1. Audit their facility to see where they have forklifts operating and where pedestrians access
 buildings and yard areas
2. Draft a policy on how best to manage these interactions
3. Provide the training to all affected workers to ensure: knowledge, tools, communication
 protocols are in place, understood, practiced and used

**Supervisors need to:**

1. Always ensure their crew know how to be safe and stay safe
2. Ensure their crew members are properly trained in pedestrian-mobile equipment interface
3. Make sure everyone understands and uses the safe work procedures
4. Coach and remind crew on importance of:

a. Following the policy and procedures
 b. Knowing how to communicate on the radio with the forklift operators
 c. Making sure the forklift operator sees them and tells them to proceed
 d. Always wearing PPE

**Forklift operators need to ensure:**

1. They are trained to operate their machines safety
2. Be aware of their limited visibility of pedestrians around them
3. To always have their radio set to the required frequency to hear when someone is walking
 across the yard
4. Be clear on the radio to explain where you are at and what you want the pedestrian to do so
 that you see each other and only proceed until it is safe to do so
5. Always take extra precautions when backing up
6. Always follow safe work procedures
7. Never operate the forklift distracted. No cell phones
8. Wear the seatbelt

**Pedestrians need to ensure:**

1. They know that forklift operators mostly likely will never see them
2. They have made radio contact with the forklift operator before proceeding to move through
 the yard
3. They only move through the yard with permission of the forklift operator(s) and that each
 knows where each other is
4. Make sure after radio contact that you the forklift operator confirms he has seen you and tells
 you to proceed
5. Stay on marked walkways where possible
6. Always wear your PPE
7. Never proceed if you have not had radio and visual confirmation from the forklift operator
8. Always follow safe work procedures

**Ask questions, e.g. what worries you about our specific yard?
Let’s talk about that.**

**How do we make it safer?**

 **Show the short videos**

Forklift Training Line of Sight: <https://www.youtube.com/watch?v=msV0ymnLP2k>

Forklift Training Pedestrians: <https://youtu.be/XP_Yby2UIuM>

**Making you safe, keeping you safe, so you go home safe!**

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 **Sign in sheet optional**