Toolbox Talks are intended to facilitate health and safety discussions on the job site. For additional Toolbox Talks, please visit SAFETY.CAT.COM™.

TOPIC: How To Make Safer Work Zones

Damage or injuries often occur on the jobsite when a worker enters a work zone without informing fellow employees in the area.

Create Recognizable Boundaries

- Help workers recognize patterns in operating systems for all onsite heavy equipment.
- Clearly define the boundaries of all work zones, paying special attention to areas where the work zones intersect and overlap.

Communication Training

Train employees on the importance of jobsite communication, such as:

- Keeping track of others in the work zone and letting them know where you are at all times.
- Establishing eye contact with co-workers before entering their work zone.
- Making sure there is two-way communication whenever it is necessary to enter a work zone.
- Never entering another person’s work zone until the employee active in that zone acknowledges your presence.
- Always informing coworkers when you leave their work zones.

Discussion Date: ____________________
Employee Participants: ____________________
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