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

TOPIC: Communicating Safely

Overview

Communications in waste applications is vital to help overcome the many challenges this industry has to offer. Planning, instituting safe work communications, and training will aid the worksite in safe, efficient operations.

Operational Communication Tips

- Plan - develop plans for all possible contingencies and discuss with team
- Discussions of the daily plan should take place with all involved in the work for that day
- When the plan needs to change, keep all personnel informed

Machine Based Communication Tips

- Utilize radios and / or two way communication
- Keep eye / visual contact with ground based personnel and other machines
- Utilize hand signals when needed. Train employees proper hand signals
- All communication requires a response!

Ground Based Communication Tips

- Stay clear of all moving vehicles and machines till you are ready to communicate
- Make eye contact with everyone you are trying to communicate with
- Signal your intentions and wait for a response before approaching any vehicle or machine
- When leaving a machine / vehicle after communication, utilize the same type of eye contact and signals as when approaching
- All communication requires a response.

Discussion Date: ________________

Employee Participants:

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