

# Tool Box Talk

## Hoisting Signals

Revised November 2018

To ensure safety on the worksite, it is imperative that crane operators and signallers are on the same page when communicating hoisting signals. Clear communication is key when it comes to work of this nature and the slightest miscommunication can be fatal to the signaller, crane operator, and other workers on the worksite. *Occupational Health and Safety* regulations indicate that signallers are required when the operator does not have a clear unobstructed view of the:

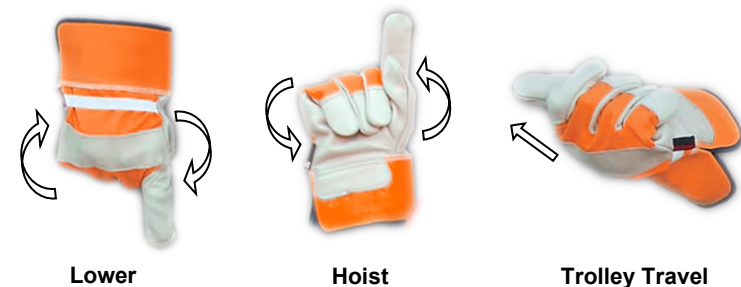
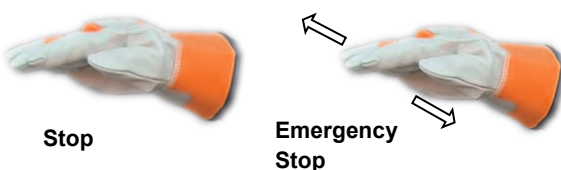
- ✘ pick up point
- ✘ setting point and the load
- ✘ hook with no load

In addition, the employer or contractor must designate a signaller for the task(s) to be completed and ensure the entire work crew knows who the dedicated signaller is on the job-site.

They must train signallers to carry out their duties competently to ensure their safety and the safety of others. Signallers are required to use signals that are appropriate and are of an approved standard. Signallers must also be identified by the use of high visibility clothing, armlets or vest.

To ensure signals are understood, the crane operator must review the signals to be used with the signaller prior to hoisting operations. Also, when there is doubt as to the meaning of a signal, no response should be made. If using radios, ensure a dedicated channel is used at all times.

Refer to the following standard hoisting signals:



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## How To Use This Resource

When accidents and incidents happen on the jobsite, we are always quick to point the finger at lack of training, not following practices or procedures, or even improper supervision. The idea that the hazards and dangers associated with the job were not properly communicated to all of the workers is often missed.

Tool Box Talks can go by many names, and although formats may vary, these meetings all serve one purpose: to inform employees and contract workers. Tool Box Talks are short, informal, meetings between management and the workers on a jobsite. The goal of these meetings is to reinforce current safe job procedures, inform workers of new and/or relevant procedures, review recent safety violations/incidents, and ensure workers are up-to-date on the information required to complete their work safely.

Always use a Tool Box Talk form to record the meeting topic, date, who was in attendance, and any follow-up actions to be taken. Not only do these forms help with consistency of record keeping, but they also ensure that nothing is missed. At the end of the meeting have management sign off on the form.



One of the most important aspects of a Tool Box Talk is giving workers an opportunity to voice their concerns and ask questions. All employees have a right to participate in health and safety as it relates to their work and it is the supervisor or manager's responsibility to create an environment for them to do so. Once the meeting is over, and the form is filled out, it should be filed with other documented Tool Box Talks. Remember that Tool Box Talks are short and informal, they are not meant to be intimidating. Use the opportunity to have fun and stay on top of what is necessary to keep safety culture a strong part of the business.

**For a full listing of Tool Box Talk topics, visit: [www.scsaonline.ca/resources/tool-box-talks](http://www.scsaonline.ca/resources/tool-box-talks)**

**For a copy of the Tool Box Talk form, visit: [www.scsaonline.ca/pdf/Tool\\_Box\\_Meeting.pdf](http://www.scsaonline.ca/pdf/Tool_Box_Meeting.pdf)**

## ABOUT THE SASKATCHEWAN CONSTRUCTION SAFETY ASSOCIATION

*The Saskatchewan Construction Safety Association (SCSA) is an industry-funded, membership-based, non-profit organization that provides cost-effective, accessible safety training and advice to employers and employees in the construction industry throughout the province to reduce the human and financial losses associated with injuries. Registered March 20, 1995, the SCSA is, and has been since inception, committed to injury prevention. Serving almost 10,000 member companies with business offices in both Regina and Saskatoon, the major business units of the association are Advisory Services, Business Development, Corporate Services, Program Services and Training. The mission of the SCSA is constructing safety leadership in Saskatchewan and the vision is to create the safest construction environment in Canada.*