

Job site: _____
 Foreman: _____

Date: _____
 G.C. _____

SMOHIT Safety Sense Toolbox Talks for the Sheet Metal Industry	<h3>Working & Walking Surfaces</h3>		<h3>Instructor Tips</h3>	
	<ul style="list-style-type: none"> Working and walking surfaces on the job site can be a dangerous hazard if the surfaces are not maintained or if workers are not aware of their surroundings. Watch where you walk. Look on the floor for spilled liquids, loose materials, improperly stored equipment, uneven walking surfaces, etc. Make sure the area where you are walking is well lit. Wear proper footwear. Make sure your boots are in good shape with good tread, especially in wet or slippery conditions. Throw away boots or shoes with smooth soles and other defects. Check floors for openings. Avoid unguarded floor openings, and do not step on floor covers unless it is required to complete a task, you are sure it is absolutely secure and constructed with materials that will not collapse. Never jump over pits, trenches, or other openings. Be extra careful around skylights or other roof openings. Be careful on stairs. Do not run going up or down stairs, and always keep one hand free to use handrails. Check to see that stair treads are in good shape, with no obstructions on the steps. When possible, avoid carrying heavy loads up or down steps. Use ladders correctly. Inspect ladders before use. Never use a broken or defective ladder. Set the angle of the ladder using the 1:4 rule. Make sure the ladder is sturdy and on solid ground, and that it will not move when you climb on it. When possible, tie the ladder to the structure to improve its stability. Use the 3-point rule when climbing and never stand on the top two steps of a stepladder. Fixed ladders should extend 3 feet above the access area. Make sure scaffolding is safe to use. Inspect all scaffolding before climbing. Make sure it is secure, stable, and properly set up. Do not work on a scaffold if guardrails are missing or have been removed. Make sure planks are sturdy and in good shape. Never jump from equipment or vehicles. Climb down carefully, watch your step, and avoid stepping on loose or slippery surfaces. 		<ul style="list-style-type: none"> Check workers' boots for good traction. Remind workers of the 1:4 rule for ladders (the bottom of the ladder is out from the vertical structure about one-fourth the distance from the upper support to the bottom). Remind workers of the "3-point rule." At least 2 hands and 1 foot, or 1 hand and 2 feet should be in contact with the ladder at all times. 	
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