

# **KELLER'S CONSTRUCTION TOOLBOX TALKS**

## **How To Use This Manual**

### **What are toolbox talks?**

As an employer you are required to instruct your employees in the recognition and avoidance of unsafe conditions at their jobsite and the regulations that apply to their work environment. Your employees must be able to control or eliminate any hazards, or other exposure to illness or injury.

Toolbox talks are brief employee safety training sessions designed to help you with the above OSHA requirement. Toolbox talks should be conducted regularly (usually weekly) by your job-site foreman or superintendent. This is a simple, yet effective means of providing:

- Required OSHA safety instruction.
- Specific jobsite hazard training.
- General jobsite safety awareness.

Toolbox talk sessions are a perfect time to discuss specific jobsite hazards or a general topic.

This manual provides you with a wide range of construction safety topics. These topics were determined by research to be of interest to construction employers. They provide a simple, yet effective means of conducting your toolbox talks.

### **Layout of this manual**

This manual is divided into four major tabbed sections. They are:

- How To Use This Manual.
- How To Conduct A Toolbox Talk.
- Toolbox Talk Topics.
- Subject Index.

The topics section is further tabbed, by major topics, to help you find a specific topic.

### **How To Use This Manual**

This section (the one you are currently reading) provides a brief overview of toolbox talks, the contents of this manual, and detailed information on the manual's layout and what type of information each section contains.

### **How To Conduct A Toolbox Talk**

This section of the manual provides a brief overview on how to prepare for, and conduct a toolbox talk. The section provides a step-by-step checklist of what you can do to accomplish this task. With the help of the provided information, and reproducible handout sheets, almost anyone can conduct a toolbox talk.

# KELLER'S CONSTRUCTION TOOLBOX TALKS

In the How to Conduct a Toolbox Talk tab, we provide an Individual Training Log to be used to track each employee's training. Feel free to copy this log. J.J. Keller & Associates, Inc., grants permission to reproduce the Individual Training Log included in this publication provided that Keller's copyright notice and imprint remain visible on all copies. The copies you make may not be resold or incorporated in any other publication.

## Toolbox Talk Topics

This section presents the toolbox talk topics. See the Toolbox Talk Topics list at the front of this section for a complete listing of the topics. This section is further broken down by tabs into major topic areas.

Each topic uses the same format, with four total pages covering each topic. See the next heading in this section, Layout of each topic section, for a more detailed description of the layout for each topic.

## Layout of each topic section

Each Toolbox Talks topic is four pages of standardized information, broken out in the following way:

### Topic Pages

These pages are intended for the supervisor, foreman, or other safety trainer. The pages cover three particular categories for the user:

- Overview of the topic (a summary of what the topic is).
- Employee training (a summary of training requirements and/or suggestions).
- Training tips (including a standard subsection entitled Where To Go For More Information).

### Topic Handout Page

The handout page for each topic can be copied and handed out to your employees participating in the toolbox talk. The handout page is reproducible for your internal use. J.J. Keller & Associates, Inc., grants permission to reproduce the handouts in this publication provided that Keller's copyright notice and imprint remain visible on all copies. The copies you make may not be resold or incorporated in any other publication. You may want to block out the footer and date at the bottom of the page for a cleaner copy.

### Topic Sign-Off Sheet

The sign-off sheet for each topic is for documenting employee training on that particular topic with that particular handout. This sheet may be copied to provide you with enough lines for all employees participating in training to sign it. J.J. Keller & Associates, Inc., grants permission to reproduce the sign-off sheets in this publication provided that Keller's copyright notice and imprint remain visible on all copies. The copies you make may not be resold or incorporated in any other publication.

The following four pages are prototypes of actual pages. These pages will give you an idea of how the pages are laid out and what type of information each section contains.

# KELLER'S CONSTRUCTION TOOLBOX TALKS

<b>KELLER'S CONSTRUCTION TOOLBOX TALKS</b>	
	<b>Topic</b>
<b>Overview Of Topic</b>	<p>This section describes the topic, including whether or not it is a regulated topic, and what and how it is regulated. Here you should specifically identify any training requirements the regulation specifies, and note that information on them will be covered in more detail in the Employee Training section.</p>
<b>Employee Training</b>	<p>This training requirements section lays out what must be trained on according to the regulation, what is nice-to-know or related information on the topic, and what is a suggested agenda for covering this topic.</p>
<b>Training Tips</b>	<p>This section gives practical suggestions for conducting the toolbox talk, including references to the information conveyed on the employee handout, any materials or props you might want to use in training, exercises or training techniques to use, and any PPE required.</p> <p style="text-align: center;"><b>Where To Go For More Information</b></p> <p>You could use this preset subhead under Training Tips if you know of a particularly good resource.</p>

TOPIC-1

# KELLER'S CONSTRUCTION TOOLBOX TALKS

## KELLER'S CONSTRUCTION TOOLBOX TALKS



**Topic**

TOPIC-2

# **KELLER'S CONSTRUCTION TOOLBOX TALKS**

## **KELLER'S CONSTRUCTION TOOLBOX TALKS**

### **Topic Handout Title**

This sheet is the employee handout, with summary information on the topic written to the employee. A graphic image will always be included on this sheet to illustrate the topic in some way.

TOPIC HANDOUT-1

# KELLER'S CONSTRUCTION TOOLBOX TALKS

## KELLER'S CONSTRUCTION TOOLBOX TALKS



### Topic Sign-Off Sheet

This sheet is your documentation and record of your toolbox talk sessions. It provides a brief summary of what was covered, as well as the space below for employees to sign off that they have been trained on the topic.

**Date of Training:**

**Job Location:**

**Employee Signature**

**Print Name Here**

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TOPIC SIGN-OFFD1

# KELLER'S CONSTRUCTION TOOLBOX TALKS

## Update and Refresher Training

Certain OSHA standards require periodic or refresher training or retraining based upon observed employee behavior. To keep workers and jobsites safe, some standards call for periodic update or refresher training. Other standards require retraining based upon specific circumstances, such as observed behavior.

## Annual retraining/employee information requirements

The following OSHA construction standards include annual retraining/employee information requirements:

- Subpart D — Hazardous waste operations and emergency response — 1926.65(e)(8), Refresher training
- Subpart D — Hazardous waste operations and emergency response — 1926.65(p)(7), Refresher training
- Subpart D — Hazardous waste operations and emergency response — 1926.65(q)(8), Refresher training
- Subpart E — Personal Protective and Life Saving Equipment — 1926.103 (same as 1910.134(k)(5), Training and Information)
- Subpart L — Scaffolding — 1926.454(c), Training Requirements
- Subpart M — Fall Protection — 1926.503, Training requirements
- Subpart X — Stairways and Ladders — 1926.1060(b), Training Requirements
- Subpart O — Motor Vehicles, Mechanized Equipment, and Marine Operations — 1926.602(d), Powered industrial truck operator training (same as 1910.178(l), Operator training))

In addition, the chemical-specific regulations in 29 CFR Part 1910 Subpart Z require annual retraining.

# KELLER'S CONSTRUCTION TOOLBOX TALKS

## Training Requirements at a Glance

### OSHA Construction Training Requirements (29 CFR Parts 1904 and 1926)

**Category:** Injury and Illness Recordkeeping — Employee Involvement (1904.35)

**Who:** Employers must inform each employee of how to report an injury or illness.

**When:** When initially hired.

**Recordkeeping:** No specific training documentation is required.

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**Category:** General Safety and Health Provisions (1926.20)

**Who:** Employers may permit only those employees qualified by training or experience to operate equipment and machinery.

**When:** No training time is specified.

**Recordkeeping:** No training recordkeeping requirements are specified.

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**Category:** Safety Training and Education (1926.21)

**Who:** Contractors must instruct each employee about the applicable regulations and to recognize and avoid unsafe conditions to control or eliminate any hazards or other exposure to illness or injury.

**When:** No training time is specified.

**Recordkeeping:** No training recordkeeping requirements are specified.

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**Category:** Access to Employee Exposure and Medical Records (1926.33)

**Who:** All employees.

**When:** At the time of hire and at least annually thereafter.

**Recordkeeping:** No specific training documentation is required. But, the employer is required to make copies of 1910.1020 and its appendices readily available.

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**Category:** Employee Emergency Action Plans (1926.35)

**Who:** Employee are to be instructed in their responsibilities under the emergency action plan.

**When:** Before implementing the plan, a sufficient number of persons must be trained to assist in the evacuation procedures. The employer is to review the plan with each employee initially when the plan is developed, upon the employee's initial assignment, when the employee's responsibilities under the plan change, and whenever the plan is changed.

**Recordkeeping:** No training recordkeeping requirements are specified.

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**Category:** Medical Services and First Aid (1926.50)

**Who:** A person who has a valid certificate in first aid training from the U.S. Bureau of Mines, the American Red Cross, or equivalent training is to be available at the worksite to render first aid in the absence of an infirmary, clinic, hospital, or physician that is reasonably accessible.

**When:** No training time is specified.

**Recordkeeping:** No training recordkeeping requirements are specified.

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## KELLER'S CONSTRUCTION TOOLBOX TALKS

**Category: Ionizing Radiation (1926.53)**

- Who:** A competent person or persons specially trained in the proper and safe operation of equipment involving the use of radioactive materials must operate the equipment. When the activity is performed under license from the Atomic Energy Commission, only persons actually licensed are to perform or supervise the work.
- When:** At least annually, the employer is to advise each employee of his or her individual exposure monitoring results. Following a reportable exposure incident, the exposed employee is to receive written notification of his or her exposure.
- Recordkeeping:** The employer is to post a copy of the standard along with copies of operating procedures or is to keep these available for employee examination upon request. Also, there are requirements for maintaining exposure records from personnel monitoring.
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**Category: Nonionizing Radiation (1926.54)**

- Who:** Only qualified and trained employees can be assigned to install, adjust, and operate laser equipment.
- When:** No training time is specified.
- Recordkeeping:** The laser equipment operator must carry proof of his or her qualification.
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**Category: Gases, Vapors, Fumes, Dusts, and Mists (1926.55)**

- Who:** When employees use respirators, the employer must meet the requirements (including training requirements) of the Respiratory Protection standard (1926.103).
- When:** Training must precede the use of a respirator. Retraining on respirator use is required to be conducted annually, and whenever necessary to ensure safe use.
- Recordkeeping:** No specific respirator training documentation is required. The employer is required to maintain records of employee medical evaluations and respirator fit testing results.
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**Category: Ventilation (1926.57)**

- Who:** All employees working in and around open-surface tank operations must be instructed on the job's hazards and the personal protection and first aid procedures applicable to these hazards. A trained stand-by employee with a suitable respirator must be present when it is necessary to enter a tank which may contain a hazardous atmosphere.
- When:** No training time is specified.
- Recordkeeping:** No training recordkeeping requirements are specified.
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**Category: Hazard Communication (1926.59)**

- Who:** Train all workers who have an exposure or a potential for exposure to hazardous chemicals.
- When:** Employees must be trained prior to initial exposure and when a new chemical hazard is introduced. No specified length of training time.
- Recordkeeping:** No specific training documentation is required.
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## KELLER'S CONSTRUCTION TOOLBOX TALKS

**Category: Methylenedianiline (1926.60)**

**Who:** Employees who may be exposed to airborne 4,4'-Methylenedianiline (MDA) at or above its action level or where dermal exposure to MDA can occur. (Note: the standard does not apply to finished articles that contain MDA or to materials in any form that contain less than 0.1% MDA by weight or volume.) Also, this standard incorporates by reference 1910.38, 1910.1200, and 1910.134, which have additional training requirements. Also, any person who cleans or launders contaminated protective clothing is to be informed of the hazards of exposure to MDA. In addition, the employer must provide specified information to the physician who is conducting medical surveillance, and the employee is to receive a copy of the physician's written opinion within fifteen days after the employer receives it.

**When:** At the time of initial assignment and at least annually thereafter. Also, within fifteen working days after receiving monitoring results, the employer is to notify each employee of his or her exposure level either individually in writing or by posting the results. Also, each time that an employee undergoes a medical exam by an employer-selected physician, the employer must promptly notify the employee that he or she has the right to seek a second medical opinion.

**Recordkeeping:** Training records are to be maintained for one year beyond the last date of employment. The employer must make written training materials, including a copy of the standard, readily available to affected employees. There are additional recordkeeping requirements for exposure monitoring and medical surveillance programs.

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**Category: Lead Exposure in Construction (1926.62)**

**Who:** All employees subject to lead exposure in the construction industry.

**When:** Initial training shall occur before an employee starts an affected job assignment and at least annually for employees exposed above the action level.

**Recordkeeping:** The employer needs to document materials relating to this training program.

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**Category: Process Safety Management of Highly Hazardous Chemicals (1926.64)**

**Who:** Employees who operate a process. Contract employers must inform contract employees of known potential fire, explosion, or toxic release hazards related to the contractor's work and process.

**When:** Initial training and refresher training every three years or more often if necessary.

**Recordkeeping:** Training requires written operating procedures. Employers must record employee identity, date of training, and means used to verify that the employee understood the training.

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## KELLER'S CONSTRUCTION TOOLBOX TALKS

**Category: Hazardous Waste Operations and Emergency Response — HAZWOPER (1926.65)**

- Who:** 1. Employees who work at a hazardous waste site and those who are managers or supervisors at a hazardous waste site require training under the standard's paragraph (e).  
2. Employees who work at a Treatment, Storage, and Disposal (TSD) facility require training under the standard's paragraph (p).  
3. Any employees designated to participate in emergency response to hazardous substance releases require training under the standard's paragraph (q).
- When:** OSHA specifies training time requirements for all of the various duties involved.  
1. Employees working at a hazardous waste site must be trained before they participate in field activities and annually thereafter (paragraph (e)).  
2. Employees working at a TSD facility must be trained upon initial assignment and annually thereafter (paragraph (p)).  
3. Any employees designated to participate in emergency response to hazardous substance releases must be trained prior to taking part in actual emergency operations, and must receive annual refresher training (paragraph (q)).
- Recordkeeping:** Training certification is required under paragraph (e), general training; paragraph (p), certain operations conducted under RCRA; and paragraph (q), emergency response to hazardous substance releases.
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**Category: Hearing Protection (1926.101)**

- Who:** Ear protective devices inserted in the ear are to be fitted or determined individually by competent persons.
- When:** No training time is specified.
- Recordkeeping:** No training recordkeeping requirements are specified.
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**Category: Respiratory Protection (1926.103)**

- Who:** All workers who use or have the potential to use a respirator, must be trained in the proper use and the limitations of respirators.
- When:** Training must precede the use of a respirator. Retraining is required to be conducted annually and whenever necessary to ensure safe use.
- Recordkeeping:** No specific training documentation is required. The employer is required to maintain records of employee medical evaluations and fit testing results.
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**Category: Fire Protection (1926.150)**

- Who:** The employer is to provide a trained and equipped firefighting organization (fire brigade) as warranted by the project. During demolition or alterations, existing automatic sprinkler installation control valves may only be operated by properly authorized persons. The alarm code and reporting instructions are to be conspicuously posted at phones and employee entrances.
- When:** No training time is specified.
- Recordkeeping:** No training recordkeeping requirements are specified.
-

## KELLER'S CONSTRUCTION TOOLBOX TALKS

**Category: Signaling (1926.201)**

**Who:** Flagmen are to use signaling directions that conform to American National Standards Institute D6.1-1971, Manual on Uniform Traffic Control Devices for Streets and Highways.

**When:** No training time is specified.

**Recordkeeping:** No training recordkeeping requirements are specified.

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**Category: Power-operated Hand Tools (1926.302)**

**Who:** Employees operating powder-actuated hand tools.

**When:** Training is required before operation of tool.

**Recordkeeping:** No training recordkeeping requirements are specified.

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**Category: Welding and Cutting, Gas and Arc (1926.350-351)**

**Who:** Employers of gas and arc welders must instruct them in the safe use of fuel gas and the safe means of arc welding and cutting.

**When:** No training time is specified.

**Recordkeeping:** No training recordkeeping requirements are specified.

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**Category: Fire Prevention (1926.352)**

**Who:** Employees assigned to guard against fire during welding, cutting, or heating operations (and for a sufficient period of time after completion of the work) are to be instructed on the specific anticipated fire hazards and how the provided firefighting equipment is to be used.

**When:** No training time is specified.

**Recordkeeping:** No training recordkeeping requirements are specified.

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**Category: Welding, Cutting, and Heating in way of Preservative Coatings (1926.354)**

**Who:** A competent person is to test a surface covered by a preservative coating for flammability before welding, cutting, or heating is started (when the flammability of the preservative coating is not known).

**When:** No training time is specified.

**Recordkeeping:** No training recordkeeping requirements are specified.

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**Category: Wiring Design and Protection (1926.404)**

**Who:** The employer must designate one or more competent persons to implement the assured equipment grounding conductor program (when a program is used).

**When:** No training time is specified.

**Recordkeeping:** No training recordkeeping requirements are specified. Records must be kept of the tests performed as required by the assured equipment grounding conductor program.

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## KELLER'S CONSTRUCTION TOOLBOX TALKS

**Category: Scaffolding (1926.454)**

**Who:** Competent person(s) (i.e., trained) must supervise the erection, moving, dismantling, or alteration of scaffolds.

**When:** No training time is specified.

**Recordkeeping:** No training recordkeeping requirements are specified.

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**Category: Training Requirements (Fall Protection) (1926.503)**

**Who:** Each employee who might be exposed to fall hazards is to be trained to recognize the hazards of falling and must be trained in the procedures to be followed in order to minimize these hazards. Training is to be conducted by a competent person who is qualified in the areas outlined in the standard.

**When:** Initial training and retraining when the employer has reason to believe that any affected employee does not have the required understanding and skill.

**Recordkeeping:** The employer is to prepare a written certification record that contains the name or other identity of the employee trained, the date(s) of the training, and the signature of the person who conducted the training or the signature of the employer. The latest training certification is to be maintained.

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**Category: Cranes and Derricks (1926.550)**

**Who:** Competent person(s) must inspect all machinery and equipment prior to each use, and during use, to make sure it is in safe operating condition. Rated load capacities, and recommended operating speeds, special hazard warnings, or instructions are to be conspicuously posted on all equipment, and instructions or warnings are to be visible to the operator while he is at his control station. An illustration of hand signals is to be posted at the job site. A designated person is to observe clearance and give timely warning for all operations where it is difficult for the operator to see the clearance. For floating cranes and derricks, a clearly legible load rating chart is to be secured where it is easily visible to the operator. When employees are to be lifted using suspended personnel platforms, a pre-lift meeting is to be held to review the procedures to be followed.

**When:** When employees are to be lifted using suspended personnel platforms, the pre-lift meeting is to be held at each new work location and is to be repeated for any newly assigned employees. No other training time is specified.

**Recordkeeping:** No training recordkeeping requirements are specified.

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## KELLER'S CONSTRUCTION TOOLBOX TALKS

**Category: Material Handling Equipment (1926.602)**

**Who:** Anyone operating a powered industrial truck must be trained and evaluated.

**When:** Training and evaluation must occur before the worker operates the vehicle without direct supervision. Refresher training in relevant topics is needed when the vehicle is operated in an unsafe manner, after any accident or near-miss, after an evaluation shows retraining is needed, upon assignment to a different type of truck, and upon changes in the workplace that affect safe truck operation. An evaluation is required at least every three years.

**Recordkeeping:** The employer must certify that the operator has been trained and evaluated. The certification must include the operator's name, the dates of the training and evaluation, and the name of the trainer/evaluator.

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**Category: Site Clearing (1926.604)**

**Who:** Employees engaged in site clearing are to be instructed in the first aid treatment available.

**When:** No training time is specified.

**Recordkeeping:** No training recordkeeping requirements are specified.

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**Category: Steel Erection — Training (1926.761)**

**Who:** Steel erection employees exposed to fall hazards and those engaged in multiple lift rigging, connector, and Controlled Decking Zone procedures.

**When:** No training time is specified.

**Recordkeeping:** No training recordkeeping requirements are specified.

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**Category: Underground Construction (1926.800)**

**Who:** All employees are to be instructed in the recognition and avoidance of hazards associated with underground construction activities. Oncoming shifts are to be informed of any hazardous occurrences or conditions that have or may affect employee safety. At least one designated person is to be on duty above ground to summon aid and keep an accurate count of employees underground. Qualified rescue teams are to be available. A competent person is to inspect the roof, face, and walls of the work area at the start of each shift and as often as necessary to determine ground stability. After blasting in shafts, a competent person is to determine if walls, ladders, timbers, etc. have loosened. A competent person is to inspect all drilling equipment before each use. Employees working below jumbo decks are to be warned whenever drilling is about to begin. A competent person is to inspect haulage equipment before each shift. Employees are to be given suitable instructions before maintenance, repairs, or other work is started in the shaft served by a cage, skip, or bucket.

**When:** No training time is specified.

**Recordkeeping:** No training recordkeeping requirements are specified.

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## KELLER'S CONSTRUCTION TOOLBOX TALKS

**Category: Compressed Air (1926.803)**

**Who:** Every employee is to be instructed in the rules and regulations which concern his safety or the safety of others. At least one employer-designated competent person is to be present at all times. When a medical lock is required, it is to be under the charge of an attendant who is trained in the use of the lock and has been instructed regarding steps to be taken in the treatment of decompression illness.

**When:** Every employee going under air pressure for the first time is to be instructed on how to avoid excessive discomfort.

**Recordkeeping:** No training recordkeeping requirements are specified.

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**Category: Blaster Qualifications (1926.901)**

**Who:** Blasters (persons authorized to use explosives for blasting purposes) must meet the standard's qualifications requirements.

**When:** No training time is specified.

**Recordkeeping:** No training recordkeeping requirements are specified.

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**Category: Surface Transportation of Explosives (1926.902)**

**Who:** Drivers of vehicles transporting explosives are to be licensed and familiar with local, state, and federal regulations governing the transportation of explosives. The driver must be trained to use the vehicle's fire extinguisher.

**When:** No training time is specified.

**Recordkeeping:** No training recordkeeping requirements are specified.

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**Category: Firing the Blast (1926.909)**

**Who:** All employees are to familiarize themselves with (and conform to) the posted code of blasting signals.

**When:** No training time is specified.

**Recordkeeping:** No training recordkeeping requirements are specified.

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**Category: General Requirements (Power Transmission) (1926.950)**

**Who:** Employees are to be trained and proficient in emergency procedures and first aid.

**When:** No training time is specified.

**Recordkeeping:** No training recordkeeping requirements are specified.

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**Category: Overhead Lines (1926.955)**

**Who:** Supervisors of live-line bare-hand work are to be trained and qualified. Employees using the live-line bare-hand technique on energized circuits are to be trained.

**When:** Prior to stringing or removing deenergized conductors, an operations briefing is to be held. Before using the live-line bare-hand technique on energized circuits, employees are to be trained in the technique and safety requirements.

**Recordkeeping:** No training recordkeeping requirements are specified.

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## KELLER'S CONSTRUCTION TOOLBOX TALKS

**Category: Training Requirements (Stairways and Ladders) (1926.1060)**

**Who:** Each employee using stairways and ladders is to be trained to recognize hazards and follow procedures to minimize the hazards.

**When:** Retraining is to be provided as necessary.

**Recordkeeping:** No training recordkeeping requirements are specified.

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**Category: Qualifications of Dive Team (1926.1076)**

**Who:** All employees who work as commercial dive team members.

**When:** Employees must be trained prior to conducting any tasks on the dive team. There is no specified length of training time.

**Recordkeeping:** No training recordkeeping requirements are specified.

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**Category: Asbestos (1926.1101)**

**Who:** Persons who supervise hazard control operations related to asbestos, tremolite, anthophyllite, and actinolite must be trained in engineering controls and in abatement, the contents of this standard, and identification and removal procedures.

**When:** Training is provided before initial assignment and at least annually thereafter.

**Recordkeeping:** The employer must have all written materials relating to the employee training program including this regulation, available to all affected employees. Training records must be maintained for one year beyond an employee's last day of employment.

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**Category: 13 Carcinogens (4-Nitrobiphenyl, etc.) (1926.1103)**

**Who:** Authorized employees (those employees assigned to work where a regulated carcinogen is manufactured, processed, used, repackaged, released, handled, or stored). This standard incorporates by reference 1910.134, which has additional training requirements for employees who wear respirators.

**When:** Prior to being authorized to enter a regulated area and annually thereafter.

**Recordkeeping:** No training recordkeeping requirements are specified.

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**Category: Vinyl Chloride (1926.1117)**

**Who:** Any employee engaged in vinyl chloride or polyvinyl chloride operations (including manufacture, reaction, packaging, repackaging, storage, handling, or use). (Note: does not apply to employees who handle or use fabricated products made of polyvinyl chloride.) This standard incorporates by reference 1910.134, which has additional training requirements for employees who wear respirators.

**When:** Prior to or at the time of initial assignment and annually thereafter.

**Recordkeeping:** No training recordkeeping requirements are specified.

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## KELLER'S CONSTRUCTION TOOLBOX TALKS

**Category: Inorganic Arsenic (1926.1118)**

- Who:** Training is to be provided to employees who are subject to exposure to inorganic arsenic above the action level (without regard to respirator use), or for whom there is a possibility of skin or eye irritation from inorganic arsenic. (Does not apply to employees exposed in agriculture or to employees exposed from pesticide application, treating wood with preservatives or using arsenically preserved wood.) Also, any person who cleans or launders contaminated protective clothing is to be informed in writing of the hazards of exposure to inorganic arsenic. In addition, the employer must provide specified information to the physician who is conducting medical surveillance, and the employee is to receive a copy of the physician's written opinion.
- When:** Training to be provided at the time of initial assignment, and shall be repeated at least annually. Each employee is to be notified in writing of air monitoring results that are representative of his or her exposure within five working days after the receipt of the monitoring results.
- Recordkeeping:** The employer shall provide, upon request, all materials relating to the employee information and training program to the Assistant Secretary and the Director. The employer shall make readily available to all affected employees a copy of 1910.1018 and its appendices. There are additional recordkeeping requirements for exposure monitoring and medical surveillance programs.
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**Category: Cadmium (1926.1127)**

- Who:** All employees who are potentially exposed to cadmium. This standard incorporates by reference 1910.134 and 1926.59, which have additional training requirements. Also, any person who cleans or launders contaminated protective clothing is to be informed of the hazards of exposure to cadmium. In addition, the employer must provide specified information to the physician who is conducting medical surveillance. Within fifteen days after a request by the employee or other specified persons, the employer is to make the employee's medical surveillance records available for examination or copying.
- When:** Prior to or at the time of initial assignment and at least annually thereafter. No later than five working days after receiving monitoring results, the employer is to notify each employee of his or her exposure level in writing, and must post the results. Also, each time that an employee undergoes a medical exam by an employer-selected physician, the employer must promptly notify the employee that he or she has the right to seek a second medical opinion.
- Recordkeeping:** The employer is to prepare a certification record of training that includes the employee's name, signature of the employer or the trainer, and date of training. This record is to be maintained for one year beyond the training date. The employer is to maintain a record of the contents of the training program and shall provide, upon request, all materials relating to the program to the Assistant Secretary and the Director. There are additional recordkeeping requirements for exposure monitoring and medical surveillance programs.
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## KELLER'S CONSTRUCTION TOOLBOX TALKS

**Category: Benzene (1926.1128)**

**Who:** Training must be provided to all employees who are exposed to airborne concentrations of benzene at or above the action level.

**When:** Training shall be provided prior to or at the time of initial assignment and at least annually thereafter.

**Recordkeeping:** No specific training documentation is required.

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**Category: Coke Oven Emissions (1926.1129)**

**Who:** Employees who are assigned to work in a regulated area. Employees who refuse to participate in the medical surveillance program are to be informed of the possible health consequences. In addition, the employer must provide specified information to the physician who is conducting medical surveillance, and the employee is to receive a copy of the physician's written opinion. Also, this standard incorporates by reference 1910.134, which has additional training requirements for employees who wear respirators.

**When:** At the time of initial assignment and annually thereafter. Also, within five working days after receipt, the employer is to notify the employee in writing of exposure monitoring results.

**Recordkeeping:** Employees who refuse to participate in the medical surveillance program are to sign a statement that they understand the risks involved with refusing the examination. Appropriate procedures and schedules are to be posted in the regulated area. The employer is to maintain a record of the contents of the training program and shall provide, upon request, all materials relating to the program to the Secretary and the Director. The employer shall make readily available to all affected employees a copy of 1910.1029 and its appendices. There are additional recordkeeping requirements for exposure monitoring and medical surveillance programs.

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**Category: 1,2-dibromo-3-chloropropane (1926.1144)**

**Who:** Applies to employees who are occupationally exposed to 1,2-dibromo-3-chloropropane (DBCP). Employees must meet training requirements when they work in operations where DBCP is stored, transported, distributed or sold in intact containers that are sealed to prevent exposures to DBCP vapors or liquid, but they may be exempt from some of the other requirements of the standard. This standard does not apply to employees who are exposed solely from the application and use of DBCP as a pesticide. Also, this standard incorporates by reference 1910.134, which has additional training requirements for employees who wear respirators. Also, any person who cleans or launders contaminated protective clothing is to be informed of the hazards of exposure to DBCP. In addition, the employer must provide specified information to the physician who is conducting medical surveillance, and the employee is to receive a copy of the physician's written opinion.

**When:** Annually, the employer is required to inform the employees of the information contained in the standard's Appendix A. Also, within five working days after receiving monitoring results, the employer is to notify each employee of his or her exposure level in writing.

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**Recordkeeping:** The employer is to maintain a record of the contents of the training program and shall provide, upon request, all materials relating to the program to the Assistant Secretary and the Director. The employer shall make readily available to all affected employees a copy of 1910.1044 and its appendices. There are additional recordkeeping requirements for exposure monitoring and medical surveillance programs.

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**Category: Acrylonitrile (1926.1145)**

**Who:** Employees occupationally exposed to acrylonitrile (AN). The standard does not apply to processing, use, and handling of finished polymers (and products made from polymers) of ABS resins, SAN resins, nitrile barrier resins, solid nitrile elastomers, acrylic and modacrylic fibers, and solids made from or containing AN that will not be heated above 170 degrees F. (Also exempt are other AN materials that are not capable of releasing specified amounts of airborne AN.) Also, this standard incorporates by reference 1910.132 and 1910.134, which have additional training requirements for employees who wear personal protective equipment or respirators. Also, any person who cleans or launders contaminated protective clothing is to be informed of the hazards of exposure to AN. In addition, the employer must provide specified information to the physician who is conducting medical surveillance, and the employee is to receive a copy of the physician's written opinion.

**When:** At the time of initial assignment and at least annually thereafter. Also, within five working days after receiving monitoring results, the employer is to notify each employee of his or her exposure level in writing.

**Recordkeeping:** The employer is to maintain a record of the contents of the training program and shall provide, upon request, all materials relating to the program to the Assistant Secretary and the Director. The employer shall make readily available to all affected employees a copy of 1910.1045 and its appendices. A training certificate is required for employees trained in using personal protective equipment under 1910.132. There are additional recordkeeping requirements for exposure monitoring and medical surveillance programs.

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**Category: Ethylene Oxide (1926.1147)**

**Who:** Employees who have the potential to be exposed to ethylene oxide (EtO) at or above the action level, or above the excursion limit. Also, this standard incorporates by reference 1910.38, 1910.132, and 1910.134, which have additional training requirements. In addition, the employer must provide specified information to the physician who is conducting medical surveillance, and the employee is to receive a copy of the physician's written opinion within fifteen days after the employer receives it.

**When:** At the time of initial assignment and at least annually thereafter. Also, within fifteen working days after receiving monitoring results, the employer is to notify each employee of his or her exposure level either individually in writing or by posting the results.

**Recordkeeping:** The employer shall make a copy of 1910.1047 and its appendices available to employees. A training certificate is required for employees trained in using

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personal protective equipment under 1910.132. There are additional record-keeping requirements for exposure monitoring and medical surveillance programs.

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**Category: Formaldehyde (1926.1148)**

**Who:** Employees assigned to workplaces where there is exposure to formaldehyde at or above 0.1 ppm. Also, this standard incorporates by reference 1910.132 and 1910.134, which have additional training requirements for employees who wear personal protective equipment or respirators. Also, any person who cleans or launders contaminated protective clothing is to be informed of the hazards of exposure to formaldehyde. In addition, the employer must provide specified information to the physician who is conducting medical surveillance, and the employee is to receive a copy of the physician's written opinion within fifteen days after the employer receives it.

At the time of initial assignment and whenever a new exposure to formaldehyde is introduced.

**When:** Training is to be repeated at least annually. Also, within fifteen working days after receiving monitoring results, the employer is to notify each employee of his or her exposure level either individually in writing or by posting the results. Also, each time that an employee undergoes a medical exam by an employer-selected physician, the employer must promptly notify the employee that he or she has the right to seek a second medical opinion.

**Recordkeeping:** The employer is to maintain a record of the contents of the training program and shall provide, upon request, all materials relating to the program to employees and to the Assistant Secretary and the Director. A training certificate is required for employees trained in using personal protective equipment under 1910.132. There are additional recordkeeping requirements for respirator fit testing, exposure monitoring, and medical surveillance programs.

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**Category: Methylene Chloride (MC) (1926.1152)**

**Who:** All employees potentially exposed to methylene chloride.

**When:** Training is provided prior to or when initially assigned to a job. Retraining is given on an as-needed basis.

**Recordkeeping:** No training recordkeeping requirements are specified.

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