



# Tailgate/Toolbox Safety Training

Safety Services Company-Safety Meeting Division, PO Box 6408 Yuma, AZ 85366-6408 Toll Free (866) 204-4786



Company Name: \_\_\_\_\_ Job Site Location: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ Foreman/Supervisor: \_\_\_\_\_

## Topic 64: Working as a Team

**Introduction:** Working together in harmony with your colleagues promotes balance, consistency, orderliness, and safety. Teamwork increases performance and productivity which enables your company to complete contract obligations and get paid on time. An old proverb states, "Many hands make the work-load light." This has always been true. Two workers united in a task can accomplish nearly three times as much as a lone workman. Looking out for each other and collaborating on a project speeds up the process.

**Teamwork means cooperation among all members of the company, and then by extension, all affiliated contractors on the project.**

In order to promote a *safe*, efficient, and smooth-running project, the concept of teamwork should begin with top management and trickle down the ranks. If the basic principle of good communication, consideration, and courtesy are established at every level of the project, the spirit of cooperation will prevail.

**Here are some highlights of these concepts and principles:**



- **General contractors organizing with subcontractors:** Prime contractors must convey vital information, *including safety*, to all the subcontractors in writing! Written documentation is crucial for proper communication and necessary to effectively implement *safety policy* on the job. This prevents confusion and possible misinterpretation of verbal directives. Scheduling of the subcontractors must proceed in a manner that allows the various cycles to be accomplished in an orderly fashion. Operations must be organized so that subcontractors aren't piled on top of one another. All plans and schedules must allow the accomplishing of their parts within allotted time frames.
- **Subcontractors integrating with other subcontractors on the project:** Many processes on a project require different trades to work in tandem on certain aspects of project cycles. Without cooperation and communication, common courtesies dissolve. When this happens, schedules, production, and *safety* will all suffer setbacks. We've all seen tradesmen from different outfits at odds with each other resulting from competing for the same space, due to poor scheduling.
- **Company ownership unified with administrators and management:** Communication and teamwork at this level is vital so that schedules for material and labor resources may be properly directed to a given project. Thoughtful project planning helps eliminate undue stressors by allowing adequate time and resources for a given task. Poorly developed and executed plans contribute to un-needed pressure and *safety issues* created by taking short-cuts.
- **Management combining with field supervision:** Leading edge production in the field depends on proper planning and resource allocation from upper management. Workmen must be deployed in a manner that allows for *safe success*. Communication and consideration are also vital at this level because nobody wants to be set up to fail.
- **Field supervision connecting with journeymen/tradesmen/lead men:** Quality front line production depends on good interaction between these two elements. In order for workmen to accomplish assigned tasks *safely*, adequate resources must be provided. Field supervisors must communicate daily with personnel to highlight jobsite hazards and specific *safety concerns*. Personnel must in turn also communicate safety concerns and needs to supervisors such as faulty equipment or need for personal protective equipment.
- **Tradesmen/lead men collaborating with general laborer/apprentices/helpers:** This is the last level of the production team. All previous components merge here in order for project operations to proceed successfully. If there are any lapses or shortfalls up to this point, they become apparent here. If workers are pressured to meet production deadlines *safe work practices* inevitably suffer.



**Conclusion:** If all members of your work-force approach a project with the spirit of cooperation and teamwork, nearly all aspects of the job will run much *safer* and smoother.

## Work Site Review

Work-Site Hazards and Safety Suggestions: \_\_\_\_\_

Personnel Safety Violations: \_\_\_\_\_

Material Safety Data Sheets Reviewed: \_\_\_\_\_ (Name of Chemical)

### Employee Signatures:

*(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)*

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Foreman/Supervisor's Signature:** \_\_\_\_\_

*These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.*