



TOOL BOX TALK

Date: 1/13/2019 Attachment #: 2

Re: **Working as a Team**

Attention Foremen!



The Tailgate subject is listed in both English and Spanish. The Spanish version is on the reverse side.

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.

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.

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



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 shortcuts.
- **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 workforce approach a project with the spirit of cooperation and teamwork, nearly all aspects of the job will run much safer and smoother.

NOTE: Always promote a discussion on any of the topics covered in the Tool Box Talks. Should any question arise that you cannot answer, don't hesitate to contact your Employer.

All apprentices must be held back for additional 5 minute training.

Foremen: Don't forget to discuss and document (on Tailgate Meeting Reports) jobsite specific items at your tailgate meetings.

*******KEEP UP THE SAFETY AWARENESS*******

Trabajando como un equipo

Introducción: trabajar conjuntamente en armonía con tus colegas promueve el equilibrio, la coherencia, la disciplina y la seguridad. El trabajo en equipo incrementa el desempeño y la productividad, lo que le brinda a su compañía la posibilidad de cumplir con sus obligaciones contractuales y obtener sus pagos a tiempo. Existe un viejo proverbio que dice

Nota: Siempre promuevan un debate sobre cualquiera de los tópicos cubiertos en las conversaciones de la caja de herramientas. Si surgiera alguna pregunta que no pudieran contestar, no duden en contactar a su empleador.

Todos los aprendices deben permanecer cinco minutos adicionales para capacitación.

Capataces: No olviden discutir y documentar (en los informes de las reuniones del portón trasero) en su sitio de trabajo artículos específicos en su reuniones del portón.

****** MANTENGAN LA CONCIENCIA DE LA SEGURIDAD******