

TOOLBOX TALK INSTRUCTOR GUIDE

Topic: Working at Height

Date: _____

1. Introduction & Overview

Working at height is one of the leading causes of serious injuries and fatalities in construction and industrial work. This toolbox talk provides general awareness to help workers understand risks, recognize site hazards, and rigorously follow safe working practices.

2. Key Hazards of Working at Height

- Falls from ladders, scaffolding platforms, elevated structures, or roof edges.
- Unprotected edges, roof openings, and floor penetrations.
- Improper selection, setup, or unsafe use of portable ladders.
- Slippery, unstable, uneven, or wet working surfaces.
- Falling tools, debris, or materials striking personnel below.

3. Mandatory Safety Precautions

- Always use approved fall protection systems (100% tie-off where required).
- Ensure standard guardrails, midrails, and toe-boards or floor covers are in place.
- Inspect ladders, harnesses, and scaffolding before every use.
- Maintain three-point contact at all times when climbing ladders.
- Keep work areas clean, organized, and free of trip hazards or loose gear.

4. Required Personal Protective Equipment (PPE)

- Safety helmet (with chin strap secured for work at height)
- Full body harness with shock-absorbing lanyard
- Non-slip safety boots / footwear
- Protective work gloves

5. Emergency & Incident Reporting

- Report unsafe conditions or defective equipment immediately.
- Know site-specific rescue procedures and emergency contacts.
- Do not panic in case of emergency; clear the area for response personnel.
- Inform your supervisor without delay.

TOOLBOX TALK ATTENDANCE SHEET

Topic: Working at Height	Date: _____
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Sr. No.	Name	ID	Company Name	Signature
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Toolbox Talk Conducted By:

Name: _____

Signature: