Communication in Waste Applications

SAFETY.CAT.COM™

Toolbox Talks are intended to facilitate health and safety discussions on the job site. For additional Toolbox Talks, please visit SAFETY.CAT.COM™.

TOPIC: Communicating Safely

Overview

Communications in waste applications is vital to help overcome the many challenges this industry has to offer. Planning, instituting safe work communications, and training will aid the worksite in safe, efficient operations.

Operational Communication Tips

- Plan – develop plans for all possible contingencies and discuss with team
- Discussions of the daily plan should take place with all involved in the work for that day
- When the plan needs to change, keep all personnel informed

Machine Based Communication Tips

- Utilize radios and / or two way communication
- Keep eye / visual contact with ground based personnel and other machines
- Utilize hand signals when needed. Train employees proper hand signals
- All communication requires a response!

Ground Based Communication Tips

- Stay clear of all moving vehicles and machines till you are ready to communicate
- Make eye contact with everyone you are trying to communicate with
- Signal your intentions and wait for a response before approaching any vehicle or machine
- When leaving a machine / vehicle after communication, utilize the same type of eye contact and signals as when approaching
- All communication requires a response.

Discussion Date: _____

Employee Participants:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

The material in this document is provided for informational purposes only and not as a comprehensive or exhaustive resource on this topic. This material has been compiled from a multitude of sources believed to be accurate; however, Caterpillar Inc. assumes no responsibility for the accuracy or currency of this information and encourages you to consult experts in this area for more information. In no event does the content of this document supersede any applicable local, state, or federal statutes or regulations.

CAT, CATERPILLAR, their respective logos, "Caterpillar Yellow" and the POWER EDGE trade dress, as well as corporate and product identity used herein, are trademarks of Caterpillar and may not be used without permission. © 2009 Caterpillar All Rights Reserved

CATERPILLAR®