



## Toolbox Talk: Construction Site Safety

This toolbox talk outlines the safety requirements that all visitors must follow when entering a construction site.

Harvard employees should only enter a construction site if their job requires them to and their presence is known to the general contractor.

### How to Identify a Construction Site

- Exterior construction projects are cordoned off with chain link fence, orange construction fence, or warning tape.
- Interior renovations typically have access closed by rope, warning tape, or a closed door with a sign posted.
- Look for signs posted along the perimeter informing the public:
  - Who the general contractor is.
  - What personal protective equipment (PPE) is required.
  - Site access limitations.

### Required Personal Protective Equipment

If a Harvard employee's job requires them to enter a construction site, they must wear the following PPE:

- Hard hat/helmets.
- Safety glasses or goggles.
- Reflective safety vest.
- Long pants.
- Sturdy boots.



You must wear PPE from the time you enter the site to the time you leave.

The contractor may have hard hat/helmets, safety glasses or goggles, and reflective safety vests that you can borrow.

## Safe Working Procedures

General contractors are responsible for the safety of all people on their job, including visitors. You must check in with the general contractor to notify them you are in the area, preferably before your visit.

The general contractor can often provide specific site safety information that may be needed, such as hazardous operations taking place on site.

- Follow all signs posted.
- If working at elevation (4 ft or higher), use appropriate fall protection equipment.

## Group Discussion Topics

- Is anyone in the group currently working on a construction site, or will need to in the near future? If so, what safety measures will they take?
- Does everyone in the group have all the necessary PPE? If not, how can they obtain or order PPE?
- Discuss any job-related stories where PPE prevented an injury or where an injury resulted from not wearing PPE.
- As with any safety meeting, take time to discuss any safety issues that you currently have.