

Weekly Safety Meeting

Safety by Design hopes you and your team benefit from this Tool Box Talk. Please note that this Tool Box Talk is intended as an overview of key points regarding this subject and is not intended to be complete training in accordance with any regulatory standards. If you have any questions or would like to obtain the appropriate training, please call Safety by Design at (832) 425-0556, or email us at info@safetybydesigninc.com. Thank you, and remember to always stay safe.

<i>Company Name</i>	<i>Project Name</i>	<i>Supervisor</i>	<i>Date</i>

Flagging Traffic

General:

- As a flagger you need to distinguish yourself from your coworkers to prevent driver confusion
- Only a certified flagger should be directing traffic unless there's an emergency. In certain areas you must be certified by the City or you may be at risk for fines.
- Never turn your back on traffic
- Try to have some sort of barrier between you and traffic at all times
- Remember there are many ways to flag traffic but only one right way

Flagging procedures:

- **To Stop Traffic:** The flagger shall face traffic and extend the flag horizontally across the traffic lane in a stationary position so that the full area of the flag is visible hanging below the staff. For greater emphasis, the free arm may be raised with the palm toward approaching traffic.
- **When it is Safe for Traffic to Proceed:** The flagger shall stand parallel to the traffic movement, and with flag arm lowered from view of the driver, motion traffic ahead with free arm. Flags shall not be used to signal traffic to proceed.
- **Where it is Desired to Alert or Slow Traffic:** Where it is desired to alert or slow traffic by means of flagging, the flagger shall face traffic and slowly wave the flag in a sweeping motion of the extended arm from the shoulder level to straight down without raising the arm above a horizontal position.

Flagging is an important job, make sure you stay focused and alert because you are responsible for the safety of you and your crew.

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Additional Topics and Meeting Attendees on back:

ADDITIONAL TOPICS COVERED: (I.E. Hazcom, Emergency Plan)

1.
2.
3.

MEETING ATTENDEES:

PRINT NAME	SIGN NAME	EMPLOYEE NUMBER
1.		
2.		
3.		
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11.		
12.		

Basic Fire Safety

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