JOBSTEP SAFETY

52-Week Toolbox Talk Planner

Free January sample: the first four weekly talks, each with crew questions, a one-minute version and a sign-in sheet, plus how the plan works and an example 52-week plan.

jobstepsafety.com/toolbox-talks-year

Example: a plan starting January 4, 2027

This is how the plan page looks for a crew starting the first week of January. Your planner gets its own page, dated from the week you start.

Week of	Talk	Topic
Jan 4, 2027	1	Cold stress: know the signs
Jan 11, 2027	2	Slips on ice and snow
Jan 18, 2027	3	Carbon monoxide from heaters and engines
Jan 25, 2027	4	Ladders: setting up and climbing
Feb 1, 2027	5	Housekeeping and debris
Feb 8, 2027	6	Chemical labels and safety data sheets
Feb 15, 2027	7	Eye and face protection
Feb 22, 2027	8	Power tool guards
Mar 1, 2027	9	Extension cords and GFCIs
Mar 8, 2027	10	Fire extinguishers on site
Mar 15, 2027	11	Lifting and carrying
Mar 22, 2027	12	Falling objects
Mar 29, 2027	13	Noise and hearing protection
Apr 5, 2027	14	Fall protection: when it is required
Apr 12, 2027	15	Inspecting your harness and lanyard
Apr 19, 2027	16	Guardrails, holes and covers
Apr 26, 2027	17	Scaffolds: check before you climb
May 3, 2027	18	Aerial lifts
May 10, 2027	19	Trenches and cave-ins
May 17, 2027	20	Underground utilities before digging
May 24, 2027	21	Heavy equipment blind spots and backing
May 31, 2027	22	Working near traffic
Jun 7, 2027	23	Silica dust
Jun 14, 2027	24	Deenergizing and tagging circuits
Jun 21, 2027	25	Overhead power lines
Jun 28, 2027	26	Lightning
Jul 5, 2027	27	Heat: water, rest and shade
Jul 12, 2027	28	Heat illness: signs and first aid
Jul 19, 2027	29	New and returning workers in the heat
Jul 26, 2027	30	Hand protection and gloves
Aug 2, 2027	31	Hand tools
Aug 9, 2027	32	Air tools and hoses
Aug 16, 2027	33	Welding and cutting: fire prevention
Aug 23, 2027	34	Compressed gas cylinders
Aug 30, 2027	35	Flammable liquids and fuels
Sep 6, 2027	36	Confined spaces
Sep 13, 2027	37	Forklifts
Sep 20, 2027	38	Cranes: signals and power lines
Sep 27, 2027	39	Hard hats
Oct 4, 2027	40	First aid and emergencies on site
Oct 11, 2027	41	Respirators: when and how
Oct 18, 2027	42	Lead in renovation work
Oct 25, 2027	43	Stairways on site
Nov 1, 2027	44	Working in low light
Nov 8, 2027	45	Temporary heaters
Nov 15, 2027	46	Winter driving and vehicle checks
Nov 22, 2027	47	Fatigue and long hours
Nov 29, 2027	48	Your right to raise safety concerns
Dec 6, 2027	49	Reporting injuries
Dec 13, 2027	50	Clearing snow from roofs
Dec 20, 2027	51	Snow blowers, chainsaws and downed lines
Dec 27, 2027	52	Looking back: near misses and lessons

How to use this planner

1. Each week, use the talk your plan gives that week. Your 52-week plan at the front of this file lists every week with its date and talk. Skip ahead whenever a hazard is in front of your crew now.
2. Read the talk aloud. It takes about five minutes. The points are written to be read as they are.
3. Ask the questions and let the crew answer. The talk works best when they name the hazards on your own site.
4. Use the one-minute version for a quick huddle when time is short.
5. Have everyone sign the sheet at the bottom and keep it with your site records.
6. Each point names the OSHA source it comes from. Scope labels show whether a talk follows the construction rules (29 CFR 1926), general industry rules (29 CFR 1910), or applies to any workplace.

How the plan works

1. Talk numbers match the weeks of the year. Talk 1 is the first week of January and talk 52 is the last week of December.
2. Start any week. Begin with the talk for the week you are in. After talk 52, go back to talk 1.
3. The seasons line up wherever you start: the cold talks fall in winter and the heat talks in summer.
4. Some years have a 53rd week. Use it as a catch-up week and repeat any talk your crew needs again.

THE TALKS BY SEASON

Winter

1. Cold stress: know the signs
2. Slips on ice and snow
3. Carbon monoxide from heaters and engines
4. Ladders: setting up and climbing
5. Housekeeping and debris
6. Chemical labels and safety data sheets
7. Eye and face protection
8. Power tool guards
9. Extension cords and GFCIs
10. Fire extinguishers on site
11. Lifting and carrying
12. Falling objects
13. Noise and hearing protection

Spring

14. Fall protection: when it is required
15. Inspecting your harness and lanyard
16. Guardrails, holes and covers
17. Scaffolds: check before you climb
18. Aerial lifts
19. Trenches and cave-ins
20. Underground utilities before digging
21. Heavy equipment blind spots and backing
22. Working near traffic
23. Silica dust
24. Deenergizing and tagging circuits
25. Overhead power lines
26. Lightning

Summer

27. Heat: water, rest and shade
28. Heat illness: signs and first aid
29. New and returning workers in the heat
30. Hand protection and gloves
31. Hand tools
32. Air tools and hoses
33. Welding and cutting: fire prevention
34. Compressed gas cylinders
35. Flammable liquids and fuels
36. Confined spaces
37. Forklifts
38. Cranes: signals and power lines
39. Hard hats

Fall and early winter

40. First aid and emergencies on site
41. Respirators: when and how
42. Lead in renovation work
43. Stairways on site
44. Working in low light
45. Temporary heaters
46. Winter driving and vehicle checks
47. Fatigue and long hours
48. Your right to raise safety concerns
49. Reporting injuries
50. Clearing snow from roofs
51. Snow blowers, chainsaws and downed lines
52. Looking back: near misses and lessons

TALK 1 OF 52 · BEST IN JANUARY · ANY WORKPLACE

Cold stress: know the signs

Cold does not just make the day miserable. It can freeze skin, drop your core temperature, and take away your judgment before you notice. The first week of January is when we lock in how this crew handles it.

COVER THESE POINTS

1. Cold stress starts when wind and wet pull heat out faster than your body can make it. Wind makes any temperature feel colder, and damp clothing, even from your own sweat, speeds up the heat loss. Once skin temperature drops, core temperature follows. (OSHA: Winter Weather: Cold Stress)
2. Hypothermia: the first warning is shivering you cannot stop. Do not ignore it. As it gets worse the person loses coordination, gets confused, slurs words, and may not realize anything is wrong. It can happen above 40°F if someone is soaked by rain, sweat or water. (OSHA: Winter Weather: Cold Stress)
3. Frostbite: look for gray or white patches on fingers, toes, nose or ear lobes, with tingling, aching or no feeling, and skin that feels firm or hard. Get the person into a warm room, wrap the area loosely in dry cloth, and do not rub it or try to rewarm it with heating pads or warm water before medical help. (OSHA: Winter Weather: Cold Stress)
4. Trench foot comes from feet that stay wet and cold, and it can happen at temperatures as high as 60°F. Signs are redness, numbness, tingling, swelling, cramps and blisters. Change wet socks and boots, dry the feet, and keep the person off them. (OSHA: Winter Weather: Cold Stress)
5. Dress in at least three loose layers: an inner layer of wool, silk or synthetic that moves sweat away (cotton holds less heat), a middle layer of wool or synthetic for insulation, and an outer layer that blocks wind and rain but lets some air out so you do not overheat. Tight clothing cuts off circulation. (OSHA: Winter Weather: Preparedness)
6. Work in pairs and watch each other. Take short breaks in a warm, dry spot, drink warm sweet drinks (no alcohol), eat high-carbohydrate snacks, and keep bare skin off cold metal and wet surfaces. Keep a closer eye on new workers and anyone coming back after time away. (OSHA: Winter Weather: Cold Stress)

> "An important mild symptom of hypothermia is uncontrollable shivering, which should not be ignored."
> OSHA, Winter Weather: Cold Stress

ASK THE CREW

- ? Who is your buddy today, and what will you do if they start shivering and cannot stop?
- ? Where is the nearest warm, dry place to take a break on this site?
- ? What are you wearing as your inner layer, and will it still be dry by lunch?

Cold stress: know the signs

SHORT ON TIME? THE ONE-MINUTE VERSION

Cold plus wind plus wet is what hurts you. Shivering you cannot stop is the first sign of hypothermia; confusion and slurred speech mean call for help now. Gray or white patches on fingers, nose or ears are frostbite: warm room, loose dry wrap, no rubbing. Three loose layers, warm breaks, warm drinks, and watch your buddy.

SIGN-IN

Date: _____ Site: _____ Led by: _____

Name (print)	Signature	Company / crew

TALK 2 OF 52 · BEST IN JANUARY · ANY WORKPLACE

Slips on ice and snow

A patch of ice does not care how experienced you are. The walk from the truck, the steps, and the edges of the site nobody cleared are where it gets you. This week is about walking, clearing and shoveling without getting hurt.

COVER THESE POINTS

1. Clear walkways of snow and ice and spread deicer as soon as you can after a storm. The walking routes come first: parking, site entrances, stairs and the paths between work areas. (OSHA: Winter Weather: Hazards and Precautions)
2. Wear boots that are insulated, water resistant and have good rubber treads. If you have to walk on snow or ice in regular shoes, keep a pair of rubber over-shoes with treads that fit over them. (OSHA: Winter Weather: Hazards and Precautions)
3. On an icy or snow-covered path, take short steps and walk slower than usual so you can react when the traction changes under you. (OSHA: Winter Weather: Hazards and Precautions)
4. Shoveling is heavy work in cold air and can lead to exhaustion, back injury or even a heart attack. Warm up first, scoop small amounts, and push the snow instead of lifting it when you can. When you must lift: back straight, lift with the legs, and do not turn or twist your body. (OSHA: Winter Weather: Hazards and Precautions)
5. Plan around the weather. Watch conditions during a storm, keep a reliable way to reach every worker, and be ready to stop work or send people in. Where possible schedule the cold, exposed jobs for the warmest part of the day. (OSHA: Winter Weather: Preparedness)
6. Spreading de-icing material on a roof can put workers at risk of falling through skylights. OSHA points to aerial lifts or ladders as a way to apply it and protect workers from that hazard. (OSHA: Winter Weather: Preparedness)

> “Take short steps and walk at a slower pace so you can react quickly to a change in traction, when walking on an icy or snow-covered walkway.”
> OSHA, Winter Weather: Hazards and Precautions

ASK THE CREW

- **?** Which paths on this site still have ice on them right now, and who is clearing them?
- **?** Look at your boots. Do they have real tread, and are they waterproof?
- **?** If we get snow at lunch, how does the crew find out whether we keep working?

Slips on ice and snow

SHORT ON TIME? THE ONE-MINUTE VERSION

Clear and salt the walking routes first, not last. Boots with rubber treads, short steps, slower pace. If you shovel, warm up, push instead of lift, and never twist with a loaded shovel. Nobody walks a snowy roof to spread de-icer; use a lift or ladder.

SIGN-IN

Date: _____ Site: _____ Led by: _____

Name (print)	Signature	Company / crew

Carbon monoxide from heaters and engines

In winter we close up buildings and bring in heaters, generators and gas tools. Carbon monoxide has no color, smell or taste, and it can put a worker down in minutes. Everyone on this crew needs to know where it comes from and what the first symptoms feel like.

COVER THESE POINTS

1. Carbon monoxide (CO) is a poisonous gas you cannot see, smell or taste. It comes from anything that burns fuel without enough air: gasoline, propane, kerosene, natural gas, oil, wood. The most common workplace source is the internal combustion engine. (OSHA: Carbon Monoxide Poisoning (Fact Sheet))
2. Early symptoms are tightness across the chest, headache, tiredness, dizziness, drowsiness and nausea. Large amounts of CO can overcome you in minutes without warning, and people with heart or lung problems and smokers are hit sooner. (OSHA: Carbon Monoxide Poisoning (Fact Sheet))
3. Do not run gas-powered engines or tools in poorly ventilated areas. That includes pressure washers, heaters and forklifts inside closed buildings. Where it can be done safely, switch to tools powered by electricity, batteries or compressed air, and use a personal CO monitor with an alarm when exposure is possible. (OSHA: Carbon Monoxide Poisoning (Fact Sheet))
4. Temporary heaters need fresh air in sufficient quantities to keep the crew safe. If natural airflow is not enough, mechanical ventilation must be provided. In confined spaces take special care that there is enough ventilation for proper combustion and to limit the temperature rise. (OSHA: 29 CFR 1926.154, Temporary heating devices)
5. Fuel powered tools must be stopped before refueling, servicing or maintenance. When they are used in enclosed spaces, the rules for toxic gas concentrations and for personal protective equipment apply. (OSHA: 29 CFR 1926.302, Power-operated hand tools)
6. If you suspect CO poisoning: get the person to fresh air in an open area right away, call 911, if you are trained and oxygen is available, give 100 percent oxygen by tight-fitting mask while they are breathing, and start CPR if they are not. Rescuers can be overcome too, so do not rush into a space without knowing the air is safe. (OSHA: Carbon Monoxide Poisoning (Fact Sheet))

> “Large amounts of CO can overcome you in minutes without warning”
> OSHA, Carbon Monoxide Poisoning (Fact Sheet)

ASK THE CREW

- **?** What is burning fuel inside a closed area on this site today, and where does its exhaust go?
- **?** If two people on the same floor both get a headache and feel dizzy, what do we do first?
- **?** Who carries a CO monitor, and when was it last checked?

Carbon monoxide from heaters and engines

SHORT ON TIME? THE ONE-MINUTE VERSION

Anything that burns fuel makes carbon monoxide, and engines are the biggest source. You cannot see or smell it. Headache, dizziness, nausea and chest tightness are the early signs. No gas engines or tools in closed or poorly ventilated areas, fresh air for every heater, and if someone goes down, fresh air first and call 911.

SIGN-IN

Date: _____ Site: _____ Led by: _____

Name (print)	Signature	Company / crew

Ladders: setting up and climbing

Falls from portable ladders are one of the leading causes of deaths and injuries at work. Almost every one of them starts with a ladder that was set up wrong, damaged, or climbed in a hurry. This talk is the setup and the climb, step by step.

COVER THESE POINTS

1. Inspect the ladder before you use it. Broken or missing rungs, split or broken rails, corroded parts or other defects mean it gets marked or tagged "Do Not Use" right away and comes out of service until it is repaired. A competent person also inspects ladders periodically and after anything that could have damaged them. (OSHA: 29 CFR 1926.1053, Ladders)
2. Set it on a stable, level surface, or secure it top or bottom so it cannot shift. Never put a ladder on boxes, barrels or anything else to gain height. The right angle for a straight or extension ladder is base out a quarter of the working length from the wall. Make sure every lock on an extension ladder is engaged. (OSHA: Portable Ladder Safety (QuickCard))
3. When a portable ladder is your way up to a landing, the side rails must extend at least 3 feet above the landing. If the ladder is too short for that, tie the top to a rigid support and provide a grab rail so you can get on and off safely. (OSHA: 29 CFR 1926.1053, Ladders)
4. A ladder in a doorway, passageway or driveway, or anywhere work or traffic could knock it, must be secured or barricaded. Keep the area at the top and the bottom of every ladder clear. (OSHA: 29 CFR 1926.1053, Ladders)
5. Climb facing the ladder and keep 3-point contact: two hands and a foot, or two feet and a hand. Keep your body near the middle of the step. Keep ladders free of slippery material on rungs, steps and feet, and look for overhead power lines before you handle a ladder at all, and keep metal ladders away from them and from exposed live electrical equipment. (OSHA: Portable Ladder Safety (QuickCard))
6. Stay off the top and the top step of a stepladder, and never climb the back cross-bracing unless the ladder is built with steps on both sides. Do not carry anything that could make you lose your balance, and a ladder is never moved, shifted or extended with a person on it. (OSHA: 29 CFR 1926.1053, Ladders)

> “Ladders shall not be moved, shifted, or extended while occupied.”
> OSHA, 29 CFR 1926.1053, Ladders

ASK THE CREW

- **?** Walk over to the nearest ladder. What would you check before you climbed it?
- **?** How do you know the angle is right without a tape measure?
- **?** Where on this site could a ladder get knocked by traffic or other work, and what do we do about it?

Ladders: setting up and climbing

SHORT ON TIME? THE ONE-MINUTE VERSION

Inspect first; a damaged ladder gets tagged and pulled. Stable, level base, one quarter of the working length out from the wall, locks engaged, 3 feet above the landing. Secure or barricade it near doors and traffic. Face the ladder, 3-point contact, nothing in your hands that throws your balance, and nobody moves a ladder with a person on it.

SIGN-IN

Date: _____ Site: _____ Led by: _____

Name (print)	Signature	Company / crew

Sources

Every point in this planner comes from one of these OSHA and federal sources.

OSHA, 29 CFR 1926.1053, Ladders: https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.1053

OSHA, 29 CFR 1926.302, Power-operated hand tools: https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.302

OSHA, 29 CFR 1926.154, Temporary heating devices: https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.154

OSHA, Carbon Monoxide Poisoning (Fact Sheet): https://www.osha.gov/sites/default/files/publications/carbonmonoxide-factsheet.pdf

OSHA, Winter Weather: Cold Stress: https://www.osha.gov/winter-weather/cold-stress

OSHA, Winter Weather: Hazards and Precautions: https://www.osha.gov/winter-weather/hazards

OSHA, Winter Weather: Preparedness: https://www.osha.gov/winter-weather/preparedness

OSHA, Portable Ladder Safety (QuickCard): https://www.osha.gov/sites/default/files/publications/portable_ladder_qc.pdf

The other 48 talks

The full planner has 52 talks, one for each week of the year, in this same format: the points to cover with their OSHA sources, crew questions, a one-minute version and a sign-in sheet. It comes with your own 52-week plan, dated from the week you start. PDF and Word.

jobstepsafety.com/toolbox-talks-year