TOOLBOX TALK for November 2nd, 2026

Capenter's Training -
Portland - 11/7 Rough Terrain Forklift. 11/14 MEWP. 11/21 First Aid.
Ontario - 11/14 First Aid. 11/21 Rough Terrain Forklift
Tangent - 11/21 Rough Terrain

Distractions at Work – Stay Focused, Stay Safe
The company can provide training, safety equipment, and policies to help keep us safe, but at the end of the day, **our safety depends on the choices we make.** No safety program can replace an employee who's paying attention and thinking about safety.

Every day, we plan our work, identify hazards, and decide how to control them through our Pre-Task Plans (PTPs). But when we get distracted, it's easy to lose focus, overlook a hazard, or forget the precautions we've put in place.

Common Distractions to Avoid

- **Loud music:** Keep radios at a reasonable volume so everyone can hear warnings and communicate.
- **Cell phones:** Save calls, texts, and scrolling for break time.
- **Poor housekeeping:** A cluttered work area creates hazards and makes it harder to stay focused.
- **Interrupting others:** Avoid distracting coworkers, especially when they're performing critical tasks.
- **Personal problems:** We all have things going on outside of work. Do your best to keep those concerns from affecting your attention on the job.

Take a Minute to Reset
Believe it or not, taking a few short breaks throughout the day can help us stay focused and productive. These are sometimes called *micro-breaks*.

A micro-break doesn't mean stopping work for 15 minutes. It might be taking a minute to stretch, shake out stiff muscles, get a drink of water, or simply clear your head before getting back to work.

These quick resets can help reduce fatigue, improve concentration, and keep us alert to the hazards around us.

Finish the Year Safely
As the holidays approach, there's often more on our minds than usual. Between family responsibilities, holiday plans, and everything else going on, it's easy to get distracted.

Remember, it only takes a second of lost focus for something to go wrong. Stay aware of your surroundings, follow your PTP, and take a moment to reset when you need to.

Come to work with a clear head, keep your mind on the task, and make sure everyone goes home safely at the end of the day.

Toolbox Talk Submission