

TOOLBOX TALK, December 8th, 2025

Upcoming Training Opportunities

- **Carpenter's Portland** - December 13th - MEWP
December 20th - First Aid CPR/AED
- **Carpenter's Tangent** - December 13th - Rough Terrain Forklift
December 20th - First Aid CPR/AED
- **Tapers Portland** - December 15-16 - OSHA 10

Check your training records at fsstools.com under the *Training Records* tab to see what you need.

To sign up for classes, visit swmsctf.org or check schedules at fsstools.com.

Toy Drive: *"No one has ever become poor by giving." Mother Theresa*

We're back with our annual toy drive to benefit kids in need. Turn your donations in to your foreman or to the main office before December 19th so we can deliver them in time for the Holidays. Your generosity makes a difference for kids who may otherwise go without.

Pre-Job Communications

Effective communication is the foundation of a productive crew, yet we're often unclear or misunderstood. Real communication is a *two-way process* that depends on both the communicator and the listener doing their part. Starting work without fully understanding the task increases the likelihood of mistakes, delays, safety hazards, and costly rework. To prevent this, supervisors and crew members must communicate effectively *before* any work begins. The following steps help ensure everyone understands the expectations and requirements of the job:

- Clearly communicate the task expectations, materials, tools, goals, and timeline.
- Foremen should review the planned work for the day or week and identify any potential issues.
- Crew members should confirm they understand the full scope and details of the job.
- If an assignment is unclear, employees must ask their foreman for clarification before starting.
- Work should not begin until both the foreman and the crew are confident, they share a clear understanding of the plan.
- Maintain ongoing communication between the foreman and the crew throughout the task.
- If questions or problems arise during the task, stop work and check in with the foreman.
- If conditions change, pause work until the plan can be reviewed and adjusted.
- Crews should notify the foreman when the task is complete.

True communication occurs only when a message is both delivered **and** understood. When we communicate effectively, our work becomes more efficient and significantly safer.

If you're asked to do work you don't fully understand, what should you do?

What ideas do you have to improve communication and make work safer and more efficient?

[Toolbox Talk Submission](#)