



# The **Pocket ToolBox**

*Can be customized for your company  
using the templates included*

Proper use of The **Pocket ToolBox** will:

- Increase Hazard Recognition
- Reduce cost
- Reduce mistakes
- Train new employees
- Reduce turnover
- Improve performance

The Pocket Toolbox represents a change in perspective regarding a regularly carried item by employees – that being a note pad. Through the use of this new tool, industries can put the desired information on the web via downloadable templates and users can retrieve the content to insert into their Pocket Toolbox. The flexibility of the template allows industries to personalize information for specific crafts or jobsites. A sample blank template can be found at: [www.safetylca.org/pockettoolbox/template.doc](http://www.safetylca.org/pockettoolbox/template.doc) Call Tess Ventress at (225) 766-0955 ext. 123 for more information.

The **Pocket ToolBox** can be filled with an assortment of tools.

### Performance Items

- Custom Reference Manual
- Rigger Training
- Memory Jogger
- Project Plans
- Daily Activity Sheets
- Project Goal
- Run Charts
- Process Flow Charts
- Competency Based Training
- Operating Procedures

### Safety Items

- JSA Forms
- Back Injury Prevention System
- Safety Policies
- Safety Procedures
- Near Miss Forms
- Behavior Observation Forms
- Root Cause Forms
- Suggestion Form

### Training Items

- Custom Reference Material
- Peer Coaching Info
- Competency Based Sign-off Cards
- Custom Software for Competency Tracking
- Daily Routine
- Trenching Checklist
- End-of-Day Checklist

Compliments of:

