

# TOOLBOX MEETING GUIDE



# **Preparing for truss erection**

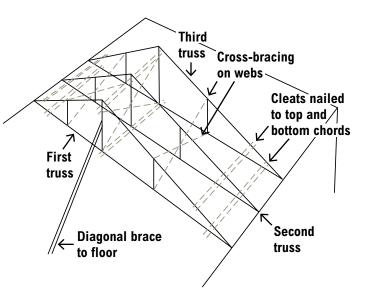
#### Instructions for truss installers

Builders and truss installers must familiarize themselves with all written instructions, drawings, and documents provided by the truss manufacturer and the building designer. Before truss installation begins, builders and truss installers need to

- Know the truss layout.
- Review individual truss drawings that contain information for placing, erecting, bracing, and connecting trusses.
- Check markings on trusses to ensure proper placement according to design.

### Before truss erection begins

- Ensure that all documents, drawings, and instructions related to the safe installation of trusses are available on site.
- Instruct workers on safe truss installation procedures (using documents mentioned above).
- Use workers experienced in safe truss installation whenever possible.
- Ensure that someone who is experienced and knowledgeable in proper truss erection procedures will supervise the installation.
- Check that the interior and exterior walls are properly aligned and braced.
- Store trusses (if required) bundled, protected from the rain, and evenly supported to prevent twisting.
- Inform other workers not involved in truss installation to keep clear of the area when trusses are being handled and positioned.
- Ensure that a worker properly trained in crane signals will direct the unloading and placement of trusses.
- Determine and implement a fall protection system for truss installation and bracing.
- Ensure that workers use proper personal protective equipment.



Temporary bracing

| Project:        |       | Address:            |  |
|-----------------|-------|---------------------|--|
| Employer:       |       | Suparvisor          |  |
| Date:           | Time: | Shift:              |  |
| Number in crew: |       | Number attending: _ |  |
|                 |       |                     |  |

### Other safety issues or suggestions made by crew members:

### Record of those attending:

| Name: (please print) | Signature: | Company: |
|----------------------|------------|----------|
| 1.                   |            |          |
| 2.                   |            |          |
| 3.                   |            |          |
| 4.                   |            |          |
| 5.                   |            |          |
| 6.                   |            |          |
| 7.                   |            |          |
| 8.                   |            |          |
| 9.                   |            |          |
| 10.                  |            |          |
| 11.                  |            |          |
| 12.                  |            |          |
| 13.                  |            |          |
| 14.                  |            |          |
| 15.                  |            |          |

Manager's remarks:

Manager: \_\_\_\_\_

\_\_\_\_\_ Supervisor: \_\_\_\_\_

*(signature)* 

(signature)



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