



Tailgate/Toolbox Safety Training

Safety Services Company-Safety Meeting Division, PO Box 6408 Yuma, AZ 85366-6408 Toll Free (866) 204-4786



Company Name: _____ Job Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 487: Maintaining a Positive Attitude

Introduction: The amount of conscious brain energy is as little as 6 percent of our overall brain capacity. That figure can rise to 17 percent when you focus on what occurs within the subconscious brain. Discipline your mind and brain to use that energy in a positive and effective manner in your work. Following are initiatives to take for maintaining a positive attitude:

- **Balance** your life between life and work. Your own definition of success must be created by you alone.
- **Use your leverage.** Employ fair and objective criteria. Remember that the job you do will have a significant impact on your confidence.
- **Find out what the outcome should be.** Find out what the outcome should be and raise your confidence will change everyone's perception of you.
- **Stay busy** and focused on the task at hand.
- **Get in touch** with the excitement of winning. Embrace challenges and develop a competitive spirit. Go deep inside and tap all your resources to win.
- **Share your positive** outlook on life with your fellow employees and skip the negative words and thoughts.
- **When** you run into conflicts and challenges with coworkers, do not take it personally. Calmly and patiently involve the decision maker and rationally discuss the issue, not the faults of your coworker.
- **Employees** who carry themselves with confidence have an easier time maintaining a positive attitude, than those who are constantly doubting themselves and the company.
- **Express your gratitude** to others when their job is well done.
- **Do not** lock yourself into a certain idea of what you can do. Be inquisitive, optimistic and ready to try new things. Expect changes and adapt.
- **Maintain** a good sense of humor.
- **Do not** just tell people what you expect of them. You are showing people that you have respect for what they do, and you are showing them that you care for you.
- **Mirror** the behavior of the positive people.
- **It is always** better to focus on the solution than to describe the problem.
- **Do not sweat** the small stuff. Do not take on more than you can handle. Ask for help.
- **Choose** the right mentor.
- **Compassion** can be demonstrated on the job in words, actions, and even thoughts. Try to put yourself into another person's shoes. Remember, you have no idea what others are going through.
- **Think** of your job as a business. How can your product or service be better developed or delivered.
- **Leaders** take responsibility not only for their own actions, but for their fellow workers as well.
- **Seek** the advice of those who know. Ask for that advice. Two heads are better than one.
- **Your next growth** is your next book you read. Draw inspiration from positive sources.
- **Embrace change.** Try to find a better way to do it. Commit yourself to keeping an open mind.
- **Life is** 10% what happens to me and 90% how I react to it.
- **Understand** your strengths and weaknesses. Work on the areas of your life that are a weakness, but do not dwell on your shortcomings. Use to the fullest your strengths, and develop your strengths within your job.

Conclusion: Maintaining a positive attitude can be achieved through adaptability, achievement, and appreciation for the work you are engaged in. Maintaining a positive attitude is key to enjoying your work and living.

Work Site Review

Work-Site Hazards and Safety Suggestions: _____

Personnel Safety Violations: _____

Employee Signatures: _____
(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

Foreman/Supervisor's Signature: _____

These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.

Meets OSHA safety training documentation requirements

More than 400 topics to choose from to customize your training program

Each topic covers important OSHA safety regulations to help you stay in compliance

Spanish version available at no extra cost

2-Part NCR forms for easy recordkeeping

Verification of employee attendance and disclaimer of injuries

