



ATTENDANT DUTIES AND DETAILS

DATE 08/02/26 – 08/08/26

To become an attendant or “watch” for confined space or hot work tasks, training for that specific task is needed to perform that duty. Training involves understanding the definitions and the basic nuts and bolts of being able to be an attendant and protect those that you are serving. The detailed knowledge that is needed to perform at a high level when something happens is just as important, if not, possibly more important, than the general information received during training.

- Have necessary equipment within reach. Fire extinguisher, 4 gas meter, radio... These items should be close to you and at the ready for monitoring and use purposes. Spending extra time locating or having to travel a short distance to retrieve them in case of an emergency can be the difference between a small incident or a possible catastrophe.
- Know where you are. Don’t just know where you are in the plant or site, be mindful of the structures you are near and try to be as pinpoint as possible so you can relay that to emergency teams, making their arrival time quicker. “I am on the west side, south end of the Crude Unit on the west side of reactor 1-A-1” is a good example of this.
- Be able to speak clear and with authority. When calling in an emergency, be clear, precise, calm, and speak with purpose. The more nervous and unassuming you are takes longer to communicate and understand the emergency from a responder’s perspective.
- Take control of the situation. Be an authority figure once the emergency is now in action. You are in charge until responders arrive, and people need to listen to you. As you did on the radio reporting the emergency, speak loud and clear with purpose to move people and give them direction all in preparation of the arrival of the responding team.

These details in conjunction with the necessary training will allow you to react to a situation properly and timely resulting in emergency situations not escalating to becoming larger issues.





SAFETY MEETING SIGN-IN

Date _____ Topic _____ Attendant Duties and Details _____
 Location _____
 Trainer _____
 Start Time _____ End Time _____

Print Name	Signature	Print Name	Signature

Signature of Trainer: _____

SCAN	SAFETY/TOOLBOX TALKS/TRAINING/MMDDYY TRAINING CERTIFICATION
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