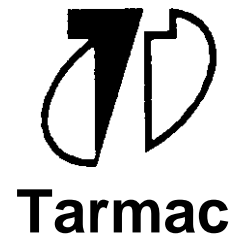


# **SAFETY TOOL BOX TALK**

## **No. 01**



## **EXCAVATIONS**

1. Before digging, check for services, water, gas, electric, fibre optics. Are they live or dead?
2. Excavations must be supported or battered back where necessary to prevent collapse.
3. Use ladders to access, do not climb support structures.
4. Prevent workers from falling into excavations more than 2m deep by fitting rigid barriers.
5. All excavations in public places, regardless of depth, should be provided with substantial barriers.
6. Protect starter bar ends so as to prevent puncture injuries in excavations should persons fall in.
7. Keep soil heaps back at least 1 .Om from excavation edge.
8. Stop blocks to be fitted when tipping into excavation to prevent vehicles from falling in.
9. Wear your hard hat at all times.
10. Do not jum across excavations, use a bridge or walk around.
11. Never remove or alter any supports or braces.
12. Do not drive vehicles or plant alongside of excavations.
13. Make sure excavations do not undermine the footings of scaffolds or the foundations of nearby buildings or walls.

### **Questions:**

1. When should edge protection be used?
2. What must be checked prior to excavating?

*copy Al-Saleh*

# **SAFETY TOOL BOX TALK**

## **No. 02**



**Tarmac**

## **SCAFFOLDING**

1. Do no! remove or interfere with ties, guardrails, bracing, toeboards and ladders.
2. Report scaffold defects to a supervisor.
3. Use the provided ladder access or stairs.
4. Do no! build make-shift platforms.
5. Ensure you know the loading capacity of the scaffold you are working on and do no! exceed this under any circumstances.
6. When stacking materials, always leave a passageway of at least two boards wide for the other people to pass.
7. Ensure materials are stacked correctly and cannot fall, use brick guards or netting where required.
8. Do no! leave tools or materials lying about on the platform.

### **Questions:**

1. What action would you take if you noticed a defective scaffold?
2. State two things you must consider when loading scaffolding.

(You may wish to use the ladder tool box talk in conjunction with this).

# **SAFETY TOOL BOX TALK**

## **No. 03**



**Tarmac**

## **MOBILE TOWER SCAFFOLDS**

1. Is the ground firm, level and capable of supporting the scaffold when fully loaded.
2. Are all the component parts in good order.
3. Are the wheels locked when tower is in use.
4. Are the maximum height : base ratios observed (3 1/2-inside and 3-1 outside)
5. Are all towers erected by competent persons.
6. Are manufacturer's instructions available on site.
7. Are working platforms fully boarded out.
8. Are workin platforms fitted with double guardrails/toe % oards.
9. Is there an internal access ladder and deck trap.
10. If outriggers are fitted, are they secure.
11. If tower to tower walkways are fitted, do they have guardrails and toeboards.
12. Is there a system in place for checking towers before and during use.
13. Never move towers with people or materials on the working platform.

### **Questions:**

1. What hazards must be considered when moving towers?
2. What component must be fitted when the height to base ratio has been exceeded?

# **SAFETY TOOL BOX TALK**

## **No. 04**



**Tarmac**

## **PREVENTION OF FALLS**

The law states, any place from which a person is liable to fall 2m or more shall be fitted with edge protection or other suitable barriers.

If these are not practicable or for short duration work, other means such as fall arrest devices can be used.

1. Choose a safe method of getting to and from the work area.
2. Ensure work platforms have double guardrail and toeboard or other barriers.
3. Only use ladders as workplaces for short duration work and then only if it is safe to do so.
4. Boatswains chairs/seats should only be used for light, short term work where not practicable to provide a working platform.
5. Use harnesses and lines to prevent falls as a last resort.

### **Questions:**

1. What means should be provided in order of preference to prevent falls?

# **SAFETY TOOL BOX TALK**

## **No. 05**



**Tarmac**

## **SLINGER / SIGNALLER**

### **Slinger:**

1. Wear helmet, safety footwear, gloves and High Visibility vest.
2. Only use tested and correctly marked lifting gear.
3. Ensure all parts of the load are secure, and crane hook positioned centrally over the load.
4. Use packing, if necessary, to prevent damage to equipment.
5. Do not shorten chains by tying knots in them.

### **Signaller:**

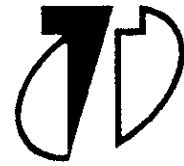
1. Stand where the load and driver are clearly visible during the complete lift.
2. Ensure no-one is in the path of the load.
3. Never let the crane encroach near to overhead lines.
4. Use clear and distinct signals.
5. Be clearly identifiable to the driver.

### **Questions:**

1. What should you check on lifting gear before use?
2. What must you look out for during lifting operations?

# **SAFETY TOOL BOX TALK**

## **No. 06**



**Tarmac**

## **CONFINED SPACES**

1. Do not enter a confined space until a full assessment is made by a competent person.
2. If breathing apparatus is required, do not enter confined space until you are trained to use it.
3. Obey permits at all times.
4. If you suffer from any medical conditions that may effect your safety, you must not enter a confined space.
5. Check communications and monitoring equipment.
6. If a confined space is classed as hazardous, there must be an 'observer' on the outside who knows what to do in an emergency.
7. Wear protective equipment provided.
8. Ensure recovery apparatus is working.
9. Do not attempt a rescue without first raising the alarm and wearing breathing apparatus.
10. No naked flames in vicinity of confined space.
11. Observe good hygiene in confined spaces.

### **Questions:**

1. What should be in place before you enter a confined space?

# **SAFETY TOOL BOX TALK**

## **No. 07**



**Tarmac**

## **PORTABLE ELECTRIC TOOLS**

1. Check that the supply and the tool are both 11 OV with the appropriate plug and socket.
2. Before using a portable electric tool check to see it is properly earthed, unless it is an approved type that does not require earthing.
3. Before using an electric tool, make sure that the casing is undamaged. If it is damaged, do not use the tool.
4. Make sure that all cables, plugs or connectors are sound and properly wired up.
5. Ensure that switches are working smoothly and freely before connecting to the supply.
6. Make sure that the power cable is long enough to reach your working place without straining it.
7. Keep power cables off the floor. They may get damaged or cause a trip hazard.
  - a. Never stand on a damp or wet surface when using electrical equipment, and keep equipment clean and dry.
9. Portable electric tools should only be used for their designed purpose.
10. Never connect a portable electric tool to a lighting socket.
11. Never use worn, blunt or damaged bits or other accessories.
12. Disconnect tools when not in use.
13. Electrical power tools should be regularly inspected and maintained by a competent electrician.
14. Wear eye protection even when drilling downwards.

## **REPORT ALL DEFECTS IMMEDIATELY**

### **Questions:**

1. What voltage should be used on site and why?
2. What are three potential hazards when using portable electric tools?



# **SAFETY TOOL BOX TALK**

## **No. 08**



**Tarmac**

## **ELECTRIC ARC WELDING**

1. Make sure that your shield, helmet or goggles contain the correct glasses.
2. Wear adequate protective clothing including leather gauntlet gloves and clear goggles for chipping.
3. When necessary, use screens to protect neighbouring workers and passers-by from the arc.
4. Ensure that cables and connections are in good condition and firmly attached.
5. Make certain that the welding equipment, bench or workpiece is properly ear-thened.
6. Check that the electrode holder is fully insulated and always place it in an unearthened surface when not in use.
7. Stand on an insulated mat when the ground is damp.
8. Arrange good ventilation in the welding area, but do not use oxygen to ventilate confined spaces.
9. Avoid welding near flammable materials.
10. Never weld enclosed vessels, drums or tanks which have contained flammable materials unless they have been purged by steaming or boiling, or filled with inert gas, and tested and certified safe to work on.
11. Do not weld inside enclosed vessels unless precautions have been taken for your safety.
12. Keep trailing welding cables clear of roads and walkways. Secure to overhead fixtures where possible.

# BEWARE OF ARC EYE - PROTECT YOUR EYES

## Questions:

1. What should be considered when working near other operatives?

# **SAFETY TOOL BOX TALK**

## **No. 09**



**Tarmac**

## **TEMPORARY ROAD WORKS**

### Before Road Works Start

1. You must be qualified to work on road and street works.
2. Before commencing any road works which may cause obstruction, the police should be informed.
3. Signs must be placed so they can be easily seen by road users and give adequate warning of road works ahead.
4. Diversion signs must give adequate warning.
5. All vehicles must display appropriate 'Motorway Contractors' or 'Motorway Maintenance' notice at rear of vehicle.

### During Road Works

1. As work progresses, signs should be moved forward.
2. Adequate illumination should be provided for signs and they should indicate extent of work.
3. Regular checks should be made to ensure that signs and warning lights are in position and working.
4. Temporary traffic signals must have red, amber and green lights and a time mechanism to suit traffic flow.
5. You must obey the instructions of your supervisor.

## Hazards on Road Works and Motorways

1. Safety barriers must protect public and workers.
2. Wear high-visibility clothing and safety helmets, always.
3. You must be alert at all times and keep a sharp look out.
4. All vehicles to be fitted with amber flashing lights on top and switched on when entering or leaving works area.
5. Only enter and leave site at the authorised points - don't enter or leave site by any other route.
6. Don't move cones or signs unless necessary for operational reasons. Always replace in original position.
7. Buffer lanes must be kept clear at all times.
8. Observe speed limits.
9. Caution when leaving site if merging with motorway traffic.
10. Lorry drivers - don't reverse without the aid of a signaller.

## Questions:

1. What must be fitted to vehicles before entering site?
2. When leaving site, what must you remember?

# **SAFETY TOOL BOX TALK**

## **No. 10**



**Tarmac**

## **LADDERS**

1. Use clear varnish to protect a ladder; paint may cover a defect.
2. Never use an unsound ladder.
3. Be sure the ladder is set on a firm level base.
4. Ladders longer than 3m in length should be secured or footed when this is not practical.
5. Make certain the ladder reaches a sufficient height above landing platform, unless an alternative hand hold is provided.
6. The correct pitch of a ladder is 1ft (300mm) out at the base for every 4ft (1.21 Om) vertical height.
7. Use the right length ladder for the job. Never lash two short ladders to make a longer one.
8. Do not carry loads on ladders • use a hoist line.
9. Do not lean sideways from a ladder • it is safer to move the ladder.
10. Face the ladder when climbing or descending.
11. Beware of wet, greasy or icy rungs.
12. Inspect ladders before use and regularly when stored.
13. Work should only be carried out from a ladder when the job is of short duration and can be carried out safely.

### **Questions:**

1. What is the correct pitch of a ladder?
2. How long should a ladder be?

# **SAFETY TOOL BOX TALK**

## **No. 11**



**Tarmac**

## **CARTRIDGE TOOLS**

1. Only use Cartridge Tools if you have been trained and authorised in writing to do so.
2. Read makers' instructions carefully before using gun.
3. Before handling gun make sure it is not loaded.
4. Load gun with barrel pointing in safe position - away from you.
5. Never place your hand over the end of the barrel.
6. Never walk around with a loaded gun. Always load at area of use.
7. Check material into which bolt is to be fired to ensure the safety of persons on the other side.
8. Allow at least 3ins. (76mm) from edges of concrete or brickwork.
9. Hold the gun at right angles to the job when firing.
10. Wear goggles and ear defenders.
11. In the event of a misfire, wait a minute before unloading.
12. Never leave gun loaded when not in use.
13. Always clean up used cartridges and look out for any misfires. Dispose of these safely.

## **ALWAYS TREAT CARTRIDGE TOOLS WITH RESPECT**

### **Questions:**

1. What should you do with the tool after use?
2. What P.P.E. should be worn when using cartridge tools?

# **SAFETY TOOL BOX TALK**

## **No. 12**



**Tarmac**

## **HAND TOOLS**

1. Always use the correct tool for the job.
2. See that every file has a handle.
3. Chisels and punches should be ground to prevent mushrooming.
4. Keep hammer heads tightly wedged on their shafts.
5. Renew wooden handles that are split.
6. Keep the edges of cutting tools sharp.
7. Hands behind the cutting edges when working.
8. Do not use screwdrivers on work held in the hand.
9. Keep tools in boxes or racks when not in use.
10. Protect sharp edges of tools that are to be stored or carried.
11. Scrap tools that are worn or damaged beyond repair.
12. Use the right size of spanner to fit the nut.

## **GOOD TOOLS MEAN FASTER AND SAFER WORKING**

### **Questions:**

1. What are three potential hazards with hand tools?

# **SAFETY TOOL BOX TALK**

## **No. 13**



**Tarmac**

## **ABRASIVE WHEELS**

1. The speed of the machine must not exceed the maximum permissible speed of the wheel. 33% of accidents are caused by over-speeding.
2. Don't exert heavy pressure on the wheel.
3. Never use the side of the wheel.
4. Keep your fingers away from the cutting edge of the wheel.
5. Ear and eye protection must always be worn.

### **Using Portable Abrasive Wheels**

1. Don't mount an abrasive wheel unless authorised in writing and trained to do so.
2. Only reinforced discs to be used on hand-held machines.
3. Check that the maximum wheel speed is greater than the maximum spindle speed before fitting.
4. Adjust the guard to expose the minimum wheel surface necessary for the operation.
5. Be aware of other workers in your area, don't put them at risk by your actions.

### **Using Bench-Mounted Abrasive Wheels**

1. Adjust the tool rest as close as possible to face of wheel.
2. Keep the glass screen in the safety position.
3. Keep your fingers below the tool rest level.
4. Use the correct grade of wheel for the work in hand.
5. Keep the face of the wheel evenly dressed.
6. Run a replacement wheel for a full minute after fitting before attempting to use it. Stand clear during the test.
7. Stop the wheel when not in use.



## **Questions:**

1. What must be worn when using abrasive wheels?
2. Which part of a wheel should not be used?
3. Who should mount and adjust abrasive wheels?

# SAFETY TOOL BOX TALK

## No. 14



**Tarmac**

## **ELECTRICAL SERVICES**

### Underground Cables

1. Before digging, check plans and use cable locating devices.
2. Assume all cables are live, unless your supervisor tells you they are dead.
3. Hand dig trial holes to expose cables.
4. When exposed, protect cable from damage and support it.
5. Put warning tape on exposed live cables.
6. If cable is accidentally damaged, keep all persons clear until local Electricity Company has inspected it.

### Overhead Power Lines

1. Treat all overhead lines as live. Do not assume that they are only telephone wires.
2. Ensure you know the maximum clearance distances specified by the Electricity Company, and any other special precautions.
3. Do not bypass goal posts, barriers or other warnings.
4. Check your route is clear of overhead power lines prior to moving any materials likely to come into contact with lines.

### **Questions:**

1. Prior to digging, name two things that must be done.
2. What information should you find out prior to working close to power lines?

# **SAFETY TOOL BOX TALK**

No. 15



**Tarmac**

## **GAS WELDING**

1. Are you aware of the requirements of any permit systems?
2. Oil or grease must not contact oxygen fittings.
3. Use goggles, faceshields or helmet with dark lenses.
4. Open cylinder valve slowly. Close valve when not in use.
5. Before commencing welding, ensure all rubbish is removed.
6. When welding near flammable materials, beware of flying sparks and hot slag. Keep fire extinguishing equipment available and check area before leaving.
7. Do not attempt to weld in enclosed vessels or tanks until safety precautions have been taken.
8. Do not use gas cylinders as work supports.
9. Do not leave torch in enclosed vessels when not in use.
10. Do not weld material degreased with solvents unless it is absolutely dry.
11. Do not allow any source of heat to reach cylinders.
12. Do not weld galvanised or coated metals without taking proper precautions against fumes.
13. Use screens to protect other personnel.
14. Keep hose lines clear of traffic lanes.

'Use in conjunction with compressed gas cylinders (No.16)

### **Questions:**

1. What should you ensure before starting work?
2. When can you weld in enclosed vessels?

# **SAFETY TOOL BOX TALK**

## **No. 16**



**Tarmac**

## **COMPRESSED GAS CYLINDERS**

1. Treat every cylinder as 'full' and handle carefully.
2. Always use a carrier and secure the cylinder into it.
3. Always secure acetylene cylinders in an upright position, both in use and in storage.
4. Store all cylinders so that they cannot fall or roll.
5. Keep them away from sun, artificial heat, flammable materials, corrosive chemicals and fumes.
6. Avoid damage to valves and fittings. Do not use them for lifting or carrying.
7. Keep valves and fittings of oxygen cylinders free from oil and grease.
8. Do not use cylinders as rollers for moving equipment.
9. Open cylinder valves slowly, and close sufficiently to shut off gas - never use force.
10. Always lift cylinders from trucks - do not drop or slide them.
11. Keep hose lines clear of traffic lanes.
12. In case of fire, call fire brigade first then cool cylinders with water spray if safe to do so.
13. Always operate within the control or permit system applicable.
14. Do not use L.P.G. or oxygen cylinders without flashback arrestors.

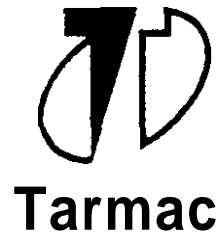
### **REPORT ANY DAMAGE OR DEFECTS IMMEDIATELY**

#### **Questions:**

1. How should cylinders be transported and stored?  
^ How should cylinders be carried?

# **SAFETY TOOL BOX TALK**

## **No. 17**



### **MANUAL HANDLING**

1. Where possible, gloves should be worn to protect against cuts, scratches or punctures.
2. **Wear safety boots or shoes to protect toes from falling loads**
3. Ensure you know the approximate weight of the load before lifting.
4. Do not attempt to lift alone any load that is too heavy, too large or awkward.
5. See that there are no obstructions in the direction you will be going.
6. Take up position, feet hip width apart, one foot slightly advanced pointing in direction it is intended to move.
7. Bend the knees; back muscles should be relaxed.
8. Get a secure grip of the load.
9. Lift, keeping the back straight, arms close to body, leg muscles taking the strain.
10. Step off in direction advanced foot is pointing, load held close to body.
11. Do not carry a load which obscures the vision.
12. When lifting to a height from the floor do it in two stages.
13. Avoid twisting the trunk whilst lifting or carrying a load.

### **Questions:**

1. What injuries could be caused by manual handling?

# **SAFETY TOOL BOX TALK**

## **No. 18**



**Tarmac**

## **FIRE**

1. Make sure you know the contents of the Fire Plan and what to do in the case of fire.
2. Make sure you know your escape route.
3. Keep fire doors and passageways clear and unobstructed.
4. Know where the nearest fire point is and do not obstruct access to fire extinguishers.
5. Learn the operation and limitations of the fire extinguishers in your area.
6. Do not hang clothing over, or near, heaters.
7. Do not let paper, oily rags or other rubbish accumulate.
  - a. Only smoke in areas where this is allowed.
9. Use proper containers for flammable liquids. Do not use open tins or buckets.
10. Handle flammable liquids at a safe distance from possible sources of ignition.
11. Check before and after using blowlamps, welding and cutting equipment.
12. Bitumen boilers, soldering irons and gas rings must be on non-combustible stands.
13. Switch off from the mains any electrical equipment when not in use.

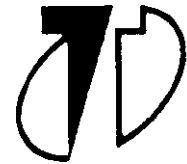
**PLAN IN ADVANCE • YOU WON'T HAVE  
TIME WHEN FIRE BREAKS OUT**

## **Questions:**

1. What type of extinguisher can be used on a flammable liquid fire?
2. List five ways of fire prevention in your work area.

# **SAFETY TOOL BOX TALK**

## **No. 19**



**Tarmac**

## **NOISE**

1. Wear ear protectors if the noise is such that you have to shout to someone **1metre** away to be heard.
2. Do not enter noise protection zone without the required PPE.
3. Keep machine covers closed when operating.
4. Don't keep machinery running unnecessarily.
5. If possible, shield noisy processes.
6. Make sure that ear plugs are a good fit in each ear and are correctly inserted.
7. Use disposable ear plugs once only.
8. Hands should be clean when handling all types of ear plugs.
9. Ear muffs should be a good fit to the head all round the seal.
10. See that muff seals are always in a serviceable condition.
11. Do not alter the pressure of ear muffs by bending the head band.
12. Report damaged ear protection and replace.
13. There is no satisfactory treatment for noise induced hearing loss.

## **PROTECT YOUR HEARING**

### **Questions:**

1. When should ear defenders be worn?
2. What can be done to reduce noise levels at the work place?



# **SAFETY TOOL BOX TALK**

## **No. 20**



**Tarmac**

## **EYE PROTECTION**

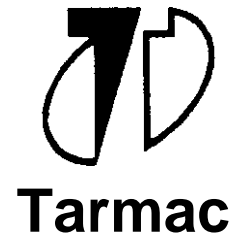
1. A tiny fragment in your eye can cause disaster.
2. Do not watch welding processes unless your eyes are properly protected.
3. Do not go into areas where eye protection is required unless you are wearing protective equipment.
4. Take care of any protective equipment issued to you.
5. Have any damaged, lost or unserviceable protective equipment replaced immediately.
6. Make sure your eye protectors are suitable for you and for the work being done.
7. The place for eye protectors is over your eyes - not on your head or round your neck.
8. Remember - eye protectors are replaceable; your eyes are not.

### **Questions:**

1. For what processes would you be required to wear eye protection?

# **SAFETY TOOL BOX TALK**

## **No. 21**



## **LIFTING GEAR**

1. Check SWL on equipment prior to use.
2. Know the weight of the load before lifting.
3. Ensure a current test certificate is available for the equipment in use (6 months).
4. Ensure there is no damage to the equipment. Reject any that are damaged.
5. Return lifting equipment to the store after use.

### Slings

1. Do not use fibre or wire rope slings for hot loads and keep them away from welding or burning.
2. Protect slings from sharp edges.
3. Ensure there are no broken ends in wires or chafing on fibre slings.
4. Lower load onto suitable battens to prevent damage to slings.

### Chains

1. Ensure chain is not kinked or twisted.
2. Do not shorten a chain by knotting it.
3. Never lengthen a chain by joining pieces together.
4. Do not lubricate chains. Oil can pick up abrasive materials such as sand and grit.
5. Do not expose chains to acids or corrosive substances.

### Shackles, Hooks and Eyebolts

1. Use the correct type for the job.
2. Ensure pin is free, but not loose, in tapped hole.
3. When using a shackle with 'nut and bolt' the bolt should be free to rotate when nut is tight.
4. Swivel hooks should rotate freely.
5. Hooks without a safety catch, must be moused.

## **Questions:**

1. What must you check before using any piece of lifting gear?
2. Why shouldn't you lubricate chains?
3. What do you need to know before lifting any load?

# **SAFETY TOOL BOX TALK**

## **No. 22**



**Tarmac**

## **TRAINEES & YOUNG PERSONS**

1. Dress tidily and safely. Close fitting overalls, tie tucked in, short or rolled-up sleeves, safety boots or shoes.
2. Pay attention to your instructors. They will teach you the safe way to work.
3. Do not remove guards from machines. They are provided for your protection.
4. Always operate your machine as instructed. If you have never used a machine, leave it alone.
5. Do not operate any plant or equipment until you have been properly trained and authorised in writing to do so.
6. Do not handle any substances for which you have had no instruction about its use and possible hazards.
7. Wear all specified personal protective equipment which is provided for your use.
  - a. If you have to use compressed air, don't direct it at yourself or your workmates. It can be a painful "killer".
9. Short cuts often lead to shorter lives. Use the recognised routes.
10. Horseplay is fool's play. Behave sensibly while on the job site.

### **Questions:**

1. How should you dress for work?
2. When can you operate machines?

# **SAFETY TOOL BOX TALK**

## **No. 23**



**Tarmac**

## **DUMPERS**

1. Only operate dumpers if you are 18 years of age or over, have a full driving license and you have been trained and authorised in writing.
2. At the start of each shift always check: Brakes, Steering, Oil, Water, Tyres and Warning Beacons.
3. Never allow passengers to ride on the vehicle.
4. Always drive the machine with consideration for other employees. Do not drive at excessive speed.
5. While being loaded, engage handbrake and disengage gears. Do not remain in the seat. Stand well clear.
6. Ensure all loads are secure and that forward vision is not impeded.
7. Always steer dumpers with caution.
8. Avoid harsh acceleration and braking.
9. If necessary reverse down gradients to prevent tipping.
10. Do not travel across steep banks or gradients.
11. Before tipping make sure that no person or obstruction is in the way.
12. When tipping into excavations use chocks or stopblocks.
13. Report all defects immediately.
14. At the end of the shift, park on level ground, with the hand brake applied and keys removed to a safe place.

### **Questions:**

1. What must you consider when driving dumpers?

# **SAFETY TOOL BOX TALK**

## **No. 24**



**Tarmac**

### **C.O.S.H.H.**

1. A COSHH assessment must be carried out for substances covered by a hazard warning sheet, label or those other substances known to cause health risks, such as welding fume, brick dust etc.
2. Ensure you know the requirements of the assessment and are trained to use the substance.
3. Hazardous substances enter the body through:
  - . ingestion - eating food with contaminated hands
  - . inhalation - breathing in harmful dusts or fumes
  - . absorption - chemicals entering through cuts etc
4. Known examples of hazardous substances are:
  - . contaminated ground
  - . all forms of dust
  - . epoxy based products
  - . concrete
  - . solvents
  - . oils and lubricants
  - . cement and mortar
  - . welding fume
5. Use any personal protective equipment required by the assessment.
6. Do not eat, drink or smoke when handling substances.
7. Know where the washing and first aid facilities are.
8. Always wash at the end of a shift or before eating.
9. Ensure all hazardous substances are locked away after use.

### **Questions:**

1. What must be carried out before any hazardous substances is used?
2. Name five types of substance which can cause harm.

# **SAFETY TOOL BOX TALK**

## **No. 25**



**Tarmac**

## **COMPRESSED AIR**

1. Do not use compressed air for any other purpose than that for which it is intended.
2. Never direct compressed air at yourself to blow dust off clothes or hair.
3. Do not clean down machines and benches with compressed air. Use a brush or special vacuum cleaner.
4. Horseplay with compressed air is forbidden. This can cause agonising injury or death.
5. Make sure that your compressed air tool, hose and fittings are working properly. If not, report the fault to your supervisor.
6. Before changing tools, make sure that the supply line is closed or has an automatic shut-off valve.
7. Always close a hose by the valve. Never kink the hose.
8. Do not leave hoses lying around for others to trip over.
9. Always ensure that connectors are fully “home” and safely latched.

### **DO NOT MISUSE COMPRESSED AIR**

#### **Questions:**

1. What injuries could be caused by unsafe use?

# **SAFETY TOOL BOX TALK**

## **No. 26**



**Tarmac**

## **SLIPS, TRIPS AND FALLS**

1. Over a third, or 33% of all accidents are caused by slips trips or falls
2. If there are trip hazards DO NOT ignore them. Remove or report them
3. Keep your work area tidy. Accidents are nearly always caused by people tripping over their own tools, equipment or materials.
4. Ensure that working platforms are kept clear. Scaffold walkways must allow free passage.
5. Do not leave uncovered holes or openings. In particular raised floors present a problem when panels are left out.
6. Do not trail cables or festoons across walkways. Walkways and passages must be kept clear and not be used for stacking or storage of materials.
7. Ensure your shoes or boots are free from mud or other substances which would cause you to slip, especially when climbing ladders.
  - a. Always look for the most level route when crossing site. Steep inclines or batters do not afford a safe passage.
9. Clear up any spills immediately.
10. Do not carry loads single handedly that are too heavy or obstruct your view, get help.

### **Questions:**

1. What percentage of accidents are caused by slips trips or falls?
2. What would you do if you saw an uncovered hole or opening?



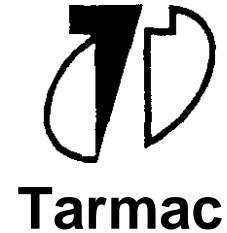
## **AIR POLLUTION**

1. Comply with the speed limits on site and keep to the designated haul roads.
2. Water may be used to damp down haul roads, but ensure this does not cause pollution of water courses. Do not use water without permission if a hose pipe ban is in force.
3. Use dust extraction, or collection equipment, on machines fitted with this equipment.
4. If you do not have dust extraction, you may need to use water to damp down.
5. If you are a driver of transport used to move dusty materials, ensure load is sheeted or does not create dust blow.
6. Never burn materials, unless you have Site Management permission.
7. Shut down or turn off plant and vehicles when not in use.
8. Report any defects to plant exhaust systems immediately to your supervisor.

### **Questions:**

1. What must you do when leaving vehicles?
2. What problems can arise when damping down dusty sites with water?

**ENVIRONMENTAL**  
**No. 2 TOOL BOX TALK**



**NOISE**

1. We are allowed to work during specified hours, (you will have been told at the induction). Do not attempt to work outside these hours without permission.
2. Turn off all vehicles and plant when not in use.
3. If you feel an item of plant or a vehicle is more noisy than usual, report it.
4. If you need to use noise screens to prevent noise escaping, please do so.
5. If you receive a complaint from a member of the public, be diplomatic and take them to see Site Management.
6. If you are approached by an Environmental Health Officer, be co-operative and take them to see Site Management.

**Questions:**

1. Do you know the hours you are allowed to work?
2. What must you do if you receive a complaint from a member of the public?



## **WATER POLLUTION**

1. Never discharge any water or substance from site into a watercourse or onto land without first obtaining permission from Site Management.
2. If settling tanks/ponds or soakaways become ineffective, tell you supervisor.
3. Report, at once, any item of plant or machinery that starts to leak oil or fuel or if drip trays become full or ineffective.
4. Do not attempt to re-fuel any item of plant or machinery away from the designated re-fuelling points.
5. Any empty drums, having contained fuels or chemicals, must be returned to the "empty drum" storage area.
6. If there is an oil/fuel/chemical spillage, report this to Site Management at once.
7. If you are approached by anyone from the Environment Agency, be courteous and direct them to Site Management.

### **Questions:**

1. Are you aware of all nearby water courses or likely sources of pollution?
2. Do you know where the re-fuelling points are?
3. What must you do if approached by someone from the Environment Agency?

# **ENVIRONMENTAL**

## **No. 4 TOOL BOX TALK**



### **WASTE**

1. Always place waste in the correct skip.
2. If you are unsure which is the correct skip to use, ask your Foreman.
3. Never overfill a skip.
4. Keep the area around a skip tidy.
5. Waste can either be controlled or special waste:-
  - controlled waste is any kind of household and most kinds of construction waste
  - special waste is usually that which is dangerous to life; eg asbestos, acids, chemicals etc
6. Never mix controlled and special waste in the same skip.
7. If there are skips for recyclable materials, only place the correct materials in that skip.
8. Personal or canteen waste must be placed in the bins provided.
9. Always store materials that you use safely so that they will not be damaged.

### **Questions:**

1. Do you remember the difference between controlled and special waste?
2. Do you know which skip to use for your own trade's waste?

**ENVIRONMENTAL**  
**No. 5 TOOL BOX TALK**



**ENERGY CONSERVATION**

1. The unnecessary use of energy is a waste of money and impacts on the Environment through the production of pollutants and by wasting resources.
2. Ensure all electrical equipment is switched off at the end of the shift or, if timers are incorporated, they are set correctly.
4. Don't block heaters or ventilators.
5. Don't allow taps to run, wasting water. Report any leaking taps or pipes.
6. Switch off all plant, tools or vehicles when not in use.
7. Ensure all plant is well maintained.
8. Switch off site and office lighting when not needed. Be aware that some lighting is used for safety and security. If unsure, ask.
9. Report any defects in plant or equipment at once.
10. If heating is switched on during cold conditions, keep doors and windows closed.
11. Turn off or turn down heating to reduce temperatures. Do not open doors or windows to control the temperature.

**Questions:**

1. What should you do with plant when not being used?
2. How should you control heating?