

TOOLBOX TALK PACK



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Management

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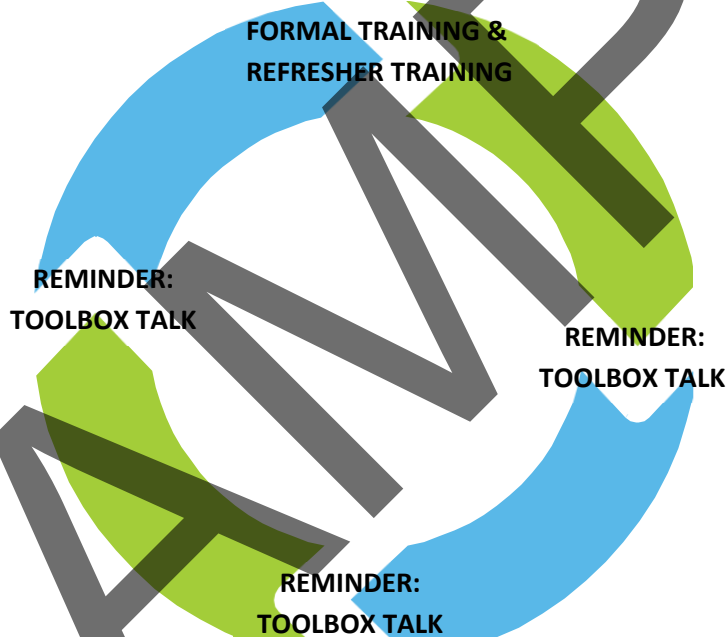


TOOLBOX TALK PACK

INTRODUCTION

The toolbox talks contained in this pack are designed to fit into the overall requirement to provide Information, Instruction, Training and Supervision to employees.

The toolbox talks in this pack are intended to be pure toolbox talks delivered in the site cabin, round the toolbox or on site, not in a formal training room. They are not formal training, they are reminders of selected points of the topics covered. Formal training and refresher training should be provided to cover the breadth and detail of these topics fully.



The talks are intended to be of between 5 and 10 minutes duration, only the questions from those attending should go over this time. The talks should not be used as formal training as they do not have the breadth and detail for this to be suitable and sufficient. They should be used as part of an integrated strategy of formal training reinforced by periodic toolbox talks as reminders between the initial training and the timed refresher training.

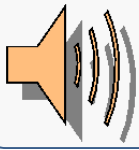
The talks are in four sections, the talk and key points of the topic followed by set questions with answers then open questions from those attending to the person presenting the talk. The number of set questions, which are not necessarily based on the points in the talk, are designed to involve those attending the talk in thinking about the safety issues for themselves. The person delivering the talk should allow sufficient time for those attending to answer for themselves before reading out the set answers. It is important that the person delivering the talk is sufficiently knowledgeable and experienced to answer the questions. It is recommended that the person who delivers the talk is at least a foreman who has this experience and knowledge.

At the end of the talk all those who attended should sign as having attended the toolbox talk. It is important as an employer to be able to demonstrate that you are providing the Information, Instruction, Training and Supervision which is required by law (Health and Safety at Work etc. Act 1974) and have documentary evidence of this.

The form required to use this pack of talks on a site as a rolling program is included as are the record forms to record the delivery of each talk.



ABRASIVE WHEELS – SITE USE



THE TALK

- Abrasive Wheels must only be fitted by those trained to do so
- Always inspect the Abrasive Wheel before mounting.
- Remember to unplug the Angle Grinder or the Chopsaw before changing the Abrasive Wheel.
- Remember to wear all the required PPE.
- You must have a hot work permit before use and a fire extinguisher to hand.
- Remove all flammable materials from the line of the sparks.
- Adjust the guard if required before use.
- Do not use Angle grinders beyond the time limits.
- Wear appropriate overalls preferably heavy cotton which are not contaminated with oils, grease, paint, solvent based sealers etc.



KEY POINTS

- Never Side grind on a Cut Off Saw.
- Always ensure the Abrasive Wheel has a speed higher than or equal to that of the machine on which it is to be fitted – Read the label and check the machine.





QUESTIONS

- Where can you find out the times allowed for the use of Angle Grinder ?
 - ✓ ***On the Vibration Risk Assessment.***
- Should you wear Hearing Protection ?
 - ✓ ***Yes – These tools are normally above 85dB(A).***
- Why must Goggles and not Safety Glasses be worn ?
 - ✓ ***Because the sparks can pass under, over or around safety glasses.***
- Where do you find the speed rating of the Abrasive Wheel ?
 - ✓ ***On the label.***
- Where do you find the speed rating of the Angle Grinder / Cut Off Saw ?
 - ✓ ***On the information plate on the tool.***



ASK THE AUDIENCE; ANY QUESTIONS ?



Remember to ask all who attend to sign the attendance sheet.



CONFINED SPACES



THE TALK

- A confined space is a particular hazard as it restricts your movement and your ability to move out of it quickly.
- Confined spaces may potentially have noxious gases in them or these could build up during the work.
- Confined spaces may be hot, damp, have no light or be subject to flooding etc.



KEY POINTS

- All work in confined spaces must be done under a permit to work system.
- The permit to work system should ensure that all the risks of working in the confined space are considered and minimised with controls put in place to ensure so far as reasonably possible that the work can be safely done.
- The space may need air sampling before you enter and during the works or may need an air supply introducing.
- The space may not be lit and lights will be required along with backup in case of failure of the primary system.
- A communications system will need to be established.
- You will need to practice getting out so you know how to should an emergency arise.





QUESTIONS

- Why is a permit to work required ?
 - ✓ *To ensure the work is properly planned and all the necessary precautions are in place before work starts.*
- What should be done with the permit once written ?
 - ✓ *All those who will work under the permit need to be briefed on it so they all understand their role in the work and all of the safety precautions and what to do should something go wrong. This is very important as the permit is just a piece of paper and totally useless unless this is done.*
- What types of spaces are confined spaces ?
 - ✓ *Tanks and vessels, underground ducts and tanks, ventilation ducts can be, inspection chambers, roof voids, underlofts and some cellar spaces, this list is not exhaustive, there are many others.*



ASK THE AUDIENCE; ANY QUESTIONS ?



Remember to ask all who attend to sign the attendance sheet.



ELECTRICAL TOOLS



THE TALK

- All tools used on site must either be 110v centre tapped (maximum voltage to earth is 55v) or if 240v fitted with a non removable residual current device (RCD).
- Remember that it is still possible to get an electric shock even with 110v tools or with those protected an RCD if they are faulty, especially in wet or humid conditions.
- Battery powered equipment has voltages or 36v or below
- Only use the tool for its intended purpose.
- Most drills, grinders, jigsaws when in use will expose you to noise and vibration. Read your risk assessment and wear the appropriate PPE and only use for the allowed times.



KEY POINTS

- These tools must be PAT tested at the specified intervals.
- Check to tool and any extension cables before you use it for obvious defects.
- Try and avoid running extension cables in puddles.
- Do not use electrical tools outside in wet conditions unless they are designed for such use.
- Never alter or modify electrical tools.





QUESTIONS

- When you check your extension cable and find it has cuts to the cable what should you do ?
 - ✓ ***Do not use it, take out of use and take it to your supervisor to be repaired or destroyed.***
- You need to use your hammer drill to drill for fixings but you have no hearing protection, what do you do ?
 - ✓ ***You should not start work until you have hearing protection, hammer drills can easily produce noise above 90dB(A) well above the second action level .***
- Should the 110v / 240v electrical tool be PAT tested ?
 - ✓ ***Yes, this test is to ensure the electrical safety of the tool.***
- Do battery drills require PAT testing ?
 - ✓ ***No, only the charger requires testing as the drill itself does not have a voltage above 36v.***



ASK THE AUDIENCE; ANY QUESTIONS ?



Remember to ask all who attend to sign the attendance sheet.



ELECTRICAL WORK



THE TALK

- Electricity kills. Even 55v can kill if this is across the heart.
- All work on electrical installations must be by competent and trained electricians or done or under the supervision of a trained and competent electrician if the person doing the work is on a recognised training scheme.
- No person shall undertake electrical work unless they are qualified to do so.



KEY POINTS

- Work on live systems and activities such as isolation and testing must be done to a written safe system of work.
- All electrical installations shall be tested to NIC/EIC standards before being made live. Certificates shall be issued.
- Live parts of panels etc. should be shielded from touch or insulated.
- Metal parts should be earthed where they could be touched by a live conductor in a fault situation. Earthing is extremely important and works in conjunction with the fuse or circuit breaker to protect the cables from excess current.
- A residual current device protects the user from fault conditions.





QUESTIONS

- Why do you need a safe system for disconnection and live working ?
 - ✓ ***Because it details the sequence of work and all the precautions which are to be taken to ensure the task is undertaken safely. The greater the danger the more need there is for such safe systems to be formally detailed and for those who work under them to adhere to them fully. Electricity kills.***
- Why do electrical installations need testing ?
 - ✓ ***To ensure that they are safe to use and that all the safety devices function correctly.***



ASK THE AUDIENCE; ANY QUESTIONS ?



Remember to ask all who attend to sign the attendance sheet.



ELECTRICITY



THE TALK

- Electricity kills
- You cannot see electricity unlike other hazards and it is not obvious that it is there.
- On site there are two main electrical installations the site power into which tools are plugged and the lighting circuit which provides the safety lighting for emergency purposes.
- Never overload the site electrical system, if you have multiple tools connected through a junction box and the main box keeps tripping out you are overloading the system.



KEY POINTS

- Never interfere with or modify the site electrical system.
- The site power system should only be worked on by authorised, trained and competent electricians.
- All your extension leads and splitter boxes must have earth wires connected to ensure any tool which is earthed is actually connected to earth. These types of tool (class 1) need an earth to be safe, without it their cases could remain live in the event of a fault as they will not trip the safety device without the earth connection.





QUESTIONS

- What voltage is the site power ?
 - ✓ **Site power is 110v centre tapped to earth so it is not possible to have an electric shock from above 55v**
- What should you do if the site power trip out frequently ?
 - ✓ **Reduce the load by unplugging tools or run more leads and put these in different outlets.**
- If you find that someone has tampered with the site power or the emergency lighting what should you do ?
 - ✓ **Report it immediately to the site manager or one or to one of their senior supervisors and do not use it.**
- Should your extension leads and splitter boxes be PAT tested ?
 - ✓ **Yes, this testing includes one to ensure that their earth connections are correctly made and safe for use.**



ASK THE AUDIENCE; ANY QUESTIONS ?



Remember to ask all who attend to sign the attendance sheet.



FIRE



THE TALK

- Fire requires three elements, called the fire triangle; these are, a source of fuel, oxygen and a source of ignition.
- Removing any one of the three elements above removes the possibility of fire
- Remove all flammable material such as packaging materials daily so there is no fuel. Do not let this build up, PAT test tools, remove flammable materials when grinding, welding etc. and
NO SMOKING



KEY POINTS

- You should have been told the site fire procedures during your induction
- The site should have a muster point where people gather for a roll call
- It is important that you sign in and out of site and do not defeat these controls as in the event of a fire it is important to account for all those on site. The fire brigade need to know if there is anyone trapped who needs to be rescued or whether the building is empty
- All sites should have a way of raising the alarm and fire extinguishers located at strategic positions. You should have been told this information at induction





QUESTIONS

- Do you know what to do in the event of a fire ?
 - ✓ **[The answer should be what was told to all operatives in their induction for the site]**
- Do you know where the muster point is ?
 - ✓ **[The answer should be what was told to all operatives in their induction for the site]**
- Do you know where the fire alarm points are ?
 - ✓ **[The answer should be what was told to all operatives in their induction for the site]**
- Do you always sign in and out so in the event of a fire people will know you are safe and do not need to be rescued – remember fire fighters put their lives at risk to rescue people ?
 - ✓ **[the answer should be yes]**



ASK THE AUDIENCE; ANY QUESTIONS ?



Remember to ask all who attend to sign the attendance sheet.



FIXED SCAFFOLD



THE TALK

- Fixed scaffold must be designed by trained people.
- Fixed scaffold is to be designed for the purpose it is to be used for and the loads it will need to support.
- Scaffold platforms should be wide enough for the task to be performed, with a minimum of 4 boards wide for general purpose scaffolds.



KEY POINTS

- Fixed Scaffold is to be erected by trained persons only.
- All fixed Scaffold must be inspected before first use, every 7 days, after alterations and after any event which could have affected their stability such as strong winds.
- Hand Rails are to be provided at 950mm to the top rail and 475mm to the intermediate Rail.
- Toe Boards of 150mm are to be provided.
- Guards are required when necessary to prevent materials from falling from the scaffold, “Brick Guards”.
- Access ladders shall protrude 1 metre above the platform level
- Never overload the platform.





QUESTIONS

- Should a scaffold be used if there is no certificate from those who erected it ?
 - ✓ ***No, it must be inspected before first use and a certificate left on site with the user.***
- Before loading out a scaffold what should you know about it ?
 - ✓ ***You need to know what weight it has been designed to bear and the weight of the materials you propose to put on it.***
- If the scaffold has not had its 7 day inspection should you use it ?
 - ✓ ***No, not until this has been done as this ensures the continuing safety of the scaffold.***
- Should you alter the scaffold ?
 - ✓ ***No, only trained scaffolders should do this who can inspect and certify the alterations made.***



ASK THE AUDIENCE; ANY QUESTIONS ?



Remember to ask all who attend to sign the attendance sheet.



HAND TOOLS



THE TALK

- Hand tools can cause serious injury, Stanley knives are usually very sharp. Injuries result from misuse of tools.
- All hand tools should be kept in good condition, no split hammer shafts or loose hammer heads, mushroom head chisels etc.
- Use ring spanners rather than open jaw spanners as they are much less likely to slip when force is applied.
- Keep your hands out of the jaws of pliers or the heel of metal shears.
- Don't hit your hand with your hammer.



KEY POINTS

- Only use the tool for the purpose it was designed for. A screwdriver is not a pry-bar and should not be used as one.
- Use the correct tool for the job.
- Do not use screwdrivers or centre punches to undo the flanges on angle grinders.
- When using knives only extend the blade when you are actually going to cut and retract it when you have done so. Wear Kevlar gloves when using Stanley knives or other such blades.





QUESTIONS

- Your hammer has a loose head, what should you do ?
 - ✓ ***Do not use it, if the head flies off it could cause serious injury to you or others nearby.***
- When tightening or loosening nuts and bolts why is a ring spanner better than an open jawed spanner ?
 - ✓ ***Because it surrounds the nut or bolt head and is less likely to slip when force is applied. A socket and wrench has the same advantage.***
- If your file has no handle should you use it ?
 - ✓ ***No, files generally have a pointed tang to fit into the handle, if you slip with enough force this could stick in you.***
- Should the tools you are using be suitable and appropriate for the task you are performing ?
 - ✓ ***Yes, your employer must ensure that the tools you are using are suitable and that you have been trained in their safe use.***



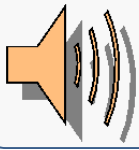
ASK THE AUDIENCE; ANY QUESTIONS ?



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HAZARDOUS SUBSTANCES



THE TALK

- Some substances used on site have the potential to cause harm to those who use them.
- All these substances come under the Control of Substances Hazardous to Health Regulations 2002 and the Control of Substances Hazardous to Health (Amendment) Regulations 2004.



KEY POINTS

- A COSHH assessment of the substance you are to use should have been undertaken by your employer and this should be based on the latest datasheet supplied by the manufacturer.
- Before you use any substance you must be shown and briefed on the COSHH assessment and on the precautions to be taken whilst using the substance.
- The COSHH assessment should provide details of the first aid required for exposure.
- The use of some substances requires health surveillance to be provided to those who use the substances, i.e. blood tests for those who use lead





QUESTIONS

- Where would you be able to find out the PPE you require for working with a particular substance ?
 - ✓ ***On the COSHH assessment. It is normal to detail the necessary PPE on this document.***
- Should you have seen and been briefed on the COSHH assessment ?
 - ✓ ***Yes, this should happen when you are briefed on your method statement as this should be included in the briefing.***
- If there is no COSHH assessment for the substance what should you do ?
 - ✓ ***Do not use it until a COSHH assessment has been done and the assessment communicated to you and any PPE identified has also been provided.***



ASK THE AUDIENCE; ANY QUESTIONS ?



Remember to ask all who attend to sign the attendance sheet.



HOUSEKEEPING – SLIPS, TRIPS & FALLS



THE TALK

- Good housekeeping is essential to keeping the site tidy.
- A tidy site reduces the potential for you or others to trip up as you walk round the site.
- Slips, Trips and Falls account for many accidents every year and can be avoided by removing trip hazards.
- Do always keep your work area tidy.
- Remove packaging and surplus materials, cardboard is a fire hazard. Do not let this build up.
- When bringing in new material store it safely where others cannot fall over it.
- Route all extension cables to minimise the occasions when they cross walkways or route overhead if reasonably practicable.



KEY POINTS

- Everyone who works on site has a responsibility for the safety of all others who work on site by not endangering them.
- If you see something which is not right report it so something can be done about it or if it is simple like moving a small item out of a walkway then do it do not just walk by.





QUESTIONS

- Are you responsible for not endangering others by your actions ?
 - ✓ ***Yes, To take reasonable care for the health and safety of himself and of others who may be affected by his acts or omissions. Section 7(1) HASAWA 1974.***
- Why should the site be tidy ?
 - ✓ **To minimise the potential for slips, trips and falls.**
Remember a tidy site is a safe site.
- What should you try to do with extension cables ?
 - ✓ **Try to route them so they are not a trip hazard for others**
- What should you do if you see an unsafe area
 - ✓ **Report it to your supervisor or the Site Manager.**



ASK THE AUDIENCE; ANY QUESTIONS ?



Remember to ask all who attend to sign the attendance sheet.



LADDERS



THE TALK

- One third of all reported fall from height accidents involve ladders or stepladders, many of these are due to the inappropriate or incorrect use of the equipment.
- Where work at height is from a ladder you need to justify that this is the most suitable access equipment compared to other access equipment choices. This is done by risk assessment and the hierarchy of controls
- The hierarchy of controls are firstly to avoid work at height where possible, then to prevent falls from height; and failing that, to reduce the consequences of a fall.



KEY POINTS

- Ladders are only appropriate for light work and short duration work.
- Ladders are suitable for tasks where you can maintain three points of contact, both feet and one hand whilst performing the task.
- On a ladder where you cannot maintain a hand hold other than for a brief period of time other measures will be needed to prevent a fall or reduce the consequences of one.





QUESTIONS

- When climbing a ladder how many hands should be free to grip the ladder whilst climbing ?
 - ✓ ***At least one hand must be free to grip the ladder whilst climbing***
- What type of ladders should you use ?
 - ✓ ***Those suitable for commercial use only, i.e. Class 1^{2,3} or EN 131⁴.***
- Should ladders be inspected before use ?
 - ✓ ***Yes, those for internal use should be formally inspected and the inspection recorded every 6 months and those for external use every 3 months and visually inspected for obvious defects by the user before use.***
- Should you have been instructed and trained to use the ladder safely ?
 - ✓ ***Yes, all those who use such equipment should be trained in their safe use.***



ASK THE AUDIENCE; ANY QUESTIONS ?



Remember to ask all who attend to sign the attendance sheet.



MANUAL HANDLING



THE TALK

- Think about the weight of the object, is it heavy?
- Remember that manual handling means any moving of a load by bodily force.
- When lifting and carrying plan your route for obstacles, stairs etc. and where you are to put down the load.
- When team handling remember doorways, think first so you do not get to the doorway and have to change who lifts where.
- A manual handling risk assessment should be done for tasks which require manual handling.
- Ensure you can grip the load safely.
- Take extra care with unstable loads or those with a heavy part in relation to the rest of the load.



KEY POINTS

- If you have to do manual handling you must be trained to do this in safety.
- If at all possible do not manually handle things, use mechanical means or design out the need for manual handling.
- Never lift more than YOU can safely lift.
- Always lift using the correct lifting technique.





QUESTIONS

- What part of the body should you lift with ?
 - ✓ ***You should lift with the legs, keeping your back straight.***
- Should you bend over to lift ?
 - ✓ ***NEVER – your back is not a lever, lifting this way causes injuries which may never fully heal up.***
- If asked to lift a heavy item which is beyond your ability to lift what should you do ?
 - ✓ ***Refuse to do so and ask for the task to be rethought through to provide a safe system of work.***
- Should you have been briefed on the lifting aspects of the task and on the Manual Handling Risk Assessment ?
 - ✓ ***Yes, this should be part of the briefing on the method statement prior to work starting.***



ASK THE AUDIENCE; ANY QUESTIONS ?



Remember to ask all who attend to sign the attendance sheet.



MOBILE ELEVATING WORK PLATFORM



THE TALK

- These machines are of two types, the scissor lift and the boom type lift.
- Only use on level ground unless the machine is equipped with self levelling legs.
- Ensure the machine is in working order and has been supplied with a certificate of inspection by the hire company.
- A boom type of lift requires more room to safely manoeuvre due to its size and the overhang of the boom relative to the machine body.



KEY POINTS

- These must only be driven by those trained to do so. IPAF / CITB.
- Those operating a boom type lift must use a safety harness and a fixed lanyard.
- A “Pop Up” type of scissor lift is only to be used indoors on level, smooth and flat surfaces. When using these be aware of door frames and services when raising them.
- Be aware of obstructions at both low and high level when driving scissor lifts or booms around site.





QUESTIONS

- Who is allowed to drive these machines ?
 - ✓ **Only trained persons. This means training for the type to be used, i.e. a boom or a scissor lift.**
- Should you stand on the safety rails of the lift ?
 - ✓ **NEVER, under no circumstances should you do this.**
- Should you be shown how to use a “Pop Up” ?
 - ✓ **Yes, even though these do not require IPAF / CITB training you must be shown how to operate them.**
- What should you do before using a Mobile Elevating Work Platform ?
 - ✓ **You should know you are trained to operate the machine in question, that it has been inspected by the hire company and the inspection sheet is present and you should visually check the machine before you use it for obvious problems, flat tyres, pools of hydraulic oil etc.**



ASK THE AUDIENCE; ANY QUESTIONS ?



Remember to ask all who attend to sign the attendance sheet.



MOBILE ALLOY ACCESS TOWERS



THE TALK

- Towers must be level and square.
- Towers must not have the legs jacked up beyond their safe limits.
- Do not climb up the outside of the tower.
- If you are to hoist material up the outside you must fit the outriggers which extend the base area of the tower making it more stable.
- Ensure you know when the tower is high enough to require the outriggers fitting, this was in your training.
- Always climb up the inside of the tower up the ladder.
- Keep the area below the tower clear of other people.



KEY POINTS

- Only those who are trained to do so may erect these types of scaffold towers. PASMA / CITB
- Safety rails must be fitted at all times unless this is impossible when alternative safety arrangements shall be made.
- Toe boards are to be fitted so things cannot be kicked off on those below.





QUESTIONS

- How high can you build an alloy tower indoors ?
 - ✓ **3.5 times the smallest base dimension**
- Why do you need the tower to be level and square ?
 - ✓ **So it is a safe level platform. If it leans over it may topple when you are on top of it or items will roll to the low point**
- Should you move a tower with persons or material on the platform ?
 - ✓ **NEVER – this is very dangerous**
- Should you pull yourself along whilst up the tower ?
 - ✓ **NEVER – this is very dangerous**
- Why should you check for obstructions at both high and low level when moving the tower ?
 - ✓ **So you do not cause the tower to topple over**
- Should all four wheels be locked before you use the tower ?
 - ✓ **ALWAYS, you must do this**
- Why are the guard rails and toe boards necessary ?
 - ✓ **To provide a safe working platform. The guard rails are there to keep you on the platform and the tow boards to stop your foot or other items from slipping off.**



ASK THE AUDIENCE; ANY QUESTIONS ?



Remember to ask all who attend to sign the attendance sheet.



NOISE



THE TALK

- It is a legal requirement to provide hearing protection to those exposed to noise; above 80dB(A) this is to be provided on request and above 85dB(A) it is to be provided and its wear is mandatory.
- Areas with noise levels above 85dB(A) should have signage to advise people that they must wear hearing protection.



KEY POINTS

- On site the noise you may encounter is not always from your own activities. This noise still affects you and you may require hearing protection if the noise is above the 80dB(A) level.
- As a guide if you cannot talk to someone 2 metres away in a normal voice then the noise is likely to be above 80dB(A).
- Carry hearing protection and use it when you are exposed to such noise. The work should be planned to avoid this, but this is not always the case in reality.
- Where hearing protection is to be worn it should not interfere with other PPE such as hard hats, visors etc.





QUESTIONS

- Should the task Risk Assessment identify noise as a hazard and provide a control ?
 - ✓ ***Yes, if noise is a hazard of the task or the use of a tool used to perform the task the Risk Assessment should identify this and provide a control, usually the wearing of hearing protection, these may be specified to work with other PPE required.***
- Must you wear the hearing protection ?
 - ✓ ***Yes, if the need for hearing protection is identified you must wear it to comply with the provisions of the Risk Assessment.***
- Where do you get the hearing protection ?
 - ✓ ***From your employer if employed or you supply it if self-employed, normally you will have been issued it already or it will be issued prior to the task along with your briefing on the Method Statement.***



ASK THE AUDIENCE; ANY QUESTIONS ?



Remember to ask all who attend to sign the attendance sheet.



PERSONAL PROTECTIVE EQUIPMENT



THE TALK

- Personal Protective Equipment (PPE) is required to a minimum standard of Head Protection and Protective Footwear. Most sites now require the wearing of High Visibility Clothing, and some the wearing of gloves and safety glasses.
- The PPE is for your protection and should be worn at all times on site and when performing the tasks it is required for.
- The Risk Assessments for the tasks you are to perform should identify any specific PPE needed for the task. I.e. Goggles when using an angle grinder or cut off saw.
- Hard hats have an expiry date, check yours is in date.
- Make sure the gloves you wear are correct for the task when these differ from general use gloves, i.e. Kevlar gloves when handling sheet steel and Stanley knives as these are cut resistant.



KEY POINTS

- Wear all PPE correctly.
- If you use ear plug type hearing protection ensure you know or are shown how to put these in in the correct way.
- Look after your PPE, it could save your life.





QUESTIONS

- Where do you find the date stamp on your hard hat ?
 - ✓ ***on the underside of the peak in most cases.***
- Should you be shown how to put in ear plug type hearing protection ?
 - ✓ ***Yes, these need to be placed in the ear correctly to be effective.***
- Should you wear your hard hat back to front ?
 - ✓ ***No, it is made to be worn one way, the correct way, to be effective.***
- Should you wear defective PPE ?
 - ✓ ***No, you should take defective PPE for replacement.***



ASK THE AUDIENCE; ANY QUESTIONS ?



Remember to ask all who attend to sign the attendance sheet.



STEPLADDERS



THE TALK

- One third of all reported fall from height accidents involve ladders or stepladders, many of these are due to the inappropriate or incorrect use of the equipment.
- Where work at height is from a stepladder you need to justify that this is the most suitable access equipment compared to other access equipment choices. This is done by risk assessment and the hierarchy of controls.
- The hierarchy of controls are firstly to avoid work at height where possible, then to prevent falls from height; and failing that, to reduce the consequences of a fall.



KEY POINTS

- Stepladders are only appropriate for light work and short duration work.
- Stepladders are suitable for tasks where you can maintain three points of contact, both feet and one hand whilst performing the task.
- On a stepladder where a handhold is not practicable a risk assessment will have to justify whether it is safe or not.
- Your knees should not be above the top step when in use.





QUESTIONS

- How should you position a stepladder ?
 - ✓ ***Position your stepladder to avoid side loadings by positioning your stepladder to face the work. An example of this is moving your stepladder face on to avoid side drilling of a solid material, i.e. a wall.***
- What type of area should a stepladder be used in ?
 - ✓ ***One where it can be fully opened and the leg locking mechanism fully engaged, where the ground is level and firm and not slippery.***
- What type of stepladders should you use ?
 - ✓ ***Those suitable for commercial use only, i.e. Class 1^{2,3} or EN 131⁴.***
- Should stepladders be inspected before use ?
 - ✓ ***Yes, they should be formally inspected and tis recorded, with the time between inspection dependent on useage, and visually inspected for obvious defects by the user before use.***
- Should you have been instructed and trained to use the ladder safely ?
 - ✓ ***Yes, all those who use such equipment should be trained in their safe use.***



ASK THE AUDIENCE; ANY QUESTIONS ?



Remember to ask all who attend to sign the attendance sheet.



VIBRATION



THE TALK

- Vibration exposure can lead to the development of very serious and permanent injuries, normally called “Vibration White Finger”.
- This is due to exposure to vibration, normally from vibrating tools, for a long period of time.
- This results in poor circulation to the fingers and so they appear “white”.
- Tools such as drills, angle grinders, jigsaws, tools with an electric motor in the handle or with a hammer action, reciprocating motion etc. expose the user to vibration.



KEY POINTS

- Never use vibrating tools for longer than allowed in the Vibration Risk Assessment.
- Remember that when using more than one tool you must use the shortest time for any of the tools as the total time allowed for using all the tools with the time for each added up.
- Wear gloves when using vibrating tools as this keeps your hand warm and promotes good circulation.
- Above the action value Health Surveillance is required.





QUESTIONS

- Do you know where to find the times allowed for the use of your tools ?
 - ✓ ***This should be in the Vibration Risk Assessments prepared by your employer for each of the tools you use.***
- Why should you wear gloves when using vibrating tools ?
 - ✓ ***To keep your hands warm as this promotes good circulation.***
- Is health surveillance necessary ?
 - ✓ ***Yes, when you use such tools for times above the action time value.***
- Should you use vibrating tools for longer than the limit time value ?
 - ✓ ***NEVER EXCEED THE LIMIT TIME VALUE***



ASK THE AUDIENCE; ANY QUESTIONS ?



Remember to ask all who attend to sign the attendance sheet.



WELDING



THE TALK

- Welding is either done with gas or with electricity (MIG, TIG)
- All welding makes the metals joined very hot and will cause severe burns if touched.
- Welding of all types produces hazardous fumes which must not be breathed in, weld with adequate natural ventilation or use mechanical extract to remove the fumes.



KEY POINTS

- Never look at MIG or TIG welding, the light intensity will burn out your retina, a “Flash” is a mild form of this damage which usually is not permanent.
- Never weld or look at welding if you are wearing contact lenses as these can fuse to your eye.
- Just because a recently welded area is not still glowing does not mean it cannot burn you. Do not touch as it may still be very hot.
- Welding heat can be conducted up the metal for a reasonable distance making it hot enough to burn.
- Wear appropriate PPE when welding.





QUESTIONS

- Should you use welding screens ?
 - ✓ ***Yes, you must screen off your welding activities to prevent others from accidentally looking at the arc or the flame.***
- If you have no screens can you still weld ?
 - ✓ ***No, not unless there is a way of screening your works by closing and locking off the area so no one can see your welding.***
- What PPE should you have when welding ?
 - ✓ ***You would normally have an appropriate face mask to protect your eyes, gauntlets not gloves to protect your hands and forearms and overalls of a flame retardant type or some form of apron such as a leather apron to protect you from any sparks, spatter etc.***



ASK THE AUDIENCE; ANY QUESTIONS ?



Remember to ask all who attend to sign the attendance sheet.



WORK OUTDOORS



THE TALK

- Work outdoors can expose you to extremes of temperature
- Work outdoors can expose you to rain and wind.
- In hot weather in summer the danger is the sun and the potential for sunstroke. Keep covered up and drink plenty of fluids. Use an appropriate factor of sun lotion.
- In cold weather you should be provided with appropriate clothing to protect you from the elements.
- In either hot or cold conditions rest periods may need to be more frequent and of a longer duration to allow you to recuperate from the extremes of temperature experienced.



KEY POINTS

- Those who are required to work outdoors should have been briefed on the precautions and controls required to keep them safe whilst they do this work.
- The appropriate PPE must be provided by the employer.
- Always keep your shirt on in summer no matter how tempting it may be to get a tan, sun exposure can lead to skin cancers.
- Check any moles you may have regularly for changes.





QUESTIONS

- Why do you need to take more regular breaks when working in extremes of temperature ?
 - ✓ ***Because the body tires far more quickly in such circumstances as the effort required is much greater and the risks of ill health from fatigue increases. Sunstroke risk in very hot and sunny weather and cooling of the body core leading to hyperthermia in excessively cold conditions.***
- Why is wind and rain a hazard ?
 - ✓ ***Because it can cause the body to lose heat more rapidly in cold conditions, “wind chill” from wind, and rain wet skin loses heat more than dry skin. In summer a wind can cool you and you do not notice sunburn as quickly if your body is exposed to the sun.***
- What is harmful in the sun’s rays ?
 - ✓ ***The harmful component of the sun’s rays is Ultraviolet Light (UV) and a good quality sun lotion will protect you from this. You must use a suitable factor for you, always go too high rather than too low as this is safer.***



ASK THE AUDIENCE; ANY QUESTIONS ?



Remember to ask all who attend to sign the attendance sheet.



TOOLBOX TALK PROGRAMME REGISTER

SITE:	
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Talk Topic:	Date:	Delivered By:
Abrasive Wheels		
Confined Spaces		
Electrical Tools		
Electrical Work		
Electricity		
Fire		
Fixed Scaffold		
Hand Tools		
Hazardous Substances		
Housekeeping		
Ladders		
Manual Handling		
Mobile Elevating Work Platforms		
Mobile Alloy Access Towers		
Noise		
Personal Protective Equipment		
Stepladders		
Vibration		
Welding		
Work Outdoors		

TOOLBOX TALK REGISTER

TOPIC	ABRASIVE WHEELS
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DATE:		DELIVERED BY:	
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PRINT NAME	SIGNATURE

SAMPLE

TOOLBOX TALK PACK



TOOLBOX TALK REGISTER

TOPIC	CONFINED SPACES
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DATE:		DELIVERED BY:	
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PRINT NAME	SIGNATURE

SAMPLE

TOOLBOX TALK REGISTER

TOPIC	ELECTRICAL TOOLS
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DATE:		DELIVERED BY:	
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PRINT NAME	SIGNATURE

SAMPLE

TOOLBOX TALK REGISTER


TOPIC	ELECTRICITY
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DATE:		DELIVERED BY:	
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PRINT NAME	SIGNATURE

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HSM Safety
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TOOLBOX TALK REGISTER

TOPIC	FIRE
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DATE:		DELIVERED BY:	
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TOOLBOX TALK REGISTER

TOPIC	FIXED SCAFFOLD
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DATE:		DELIVERED BY:	
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TOOLBOX TALK REGISTER

TOPIC	HAND TOOLS
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DATE:		DELIVERED BY:	
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TOOLBOX TALK REGISTER

TOPIC	HAZARDOUS SUBSTANCES
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DATE:		DELIVERED BY:	
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TOOLBOX TALK REGISTER

TOPIC	HOUSEKEEPING
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TOOLBOX TALK REGISTER

TOPIC	LADDERS
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DATE:		DELIVERED BY:	
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TOOLBOX TALK REGISTER

TOPIC	MANUAL HANDLING
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TOOLBOX TALK PACK



HSM Safety Management

TOOLBOX TALK REGISTER

TOPIC	MOBILE ELEVATING WORK PLATFORMS
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TOOLBOX TALK PACK



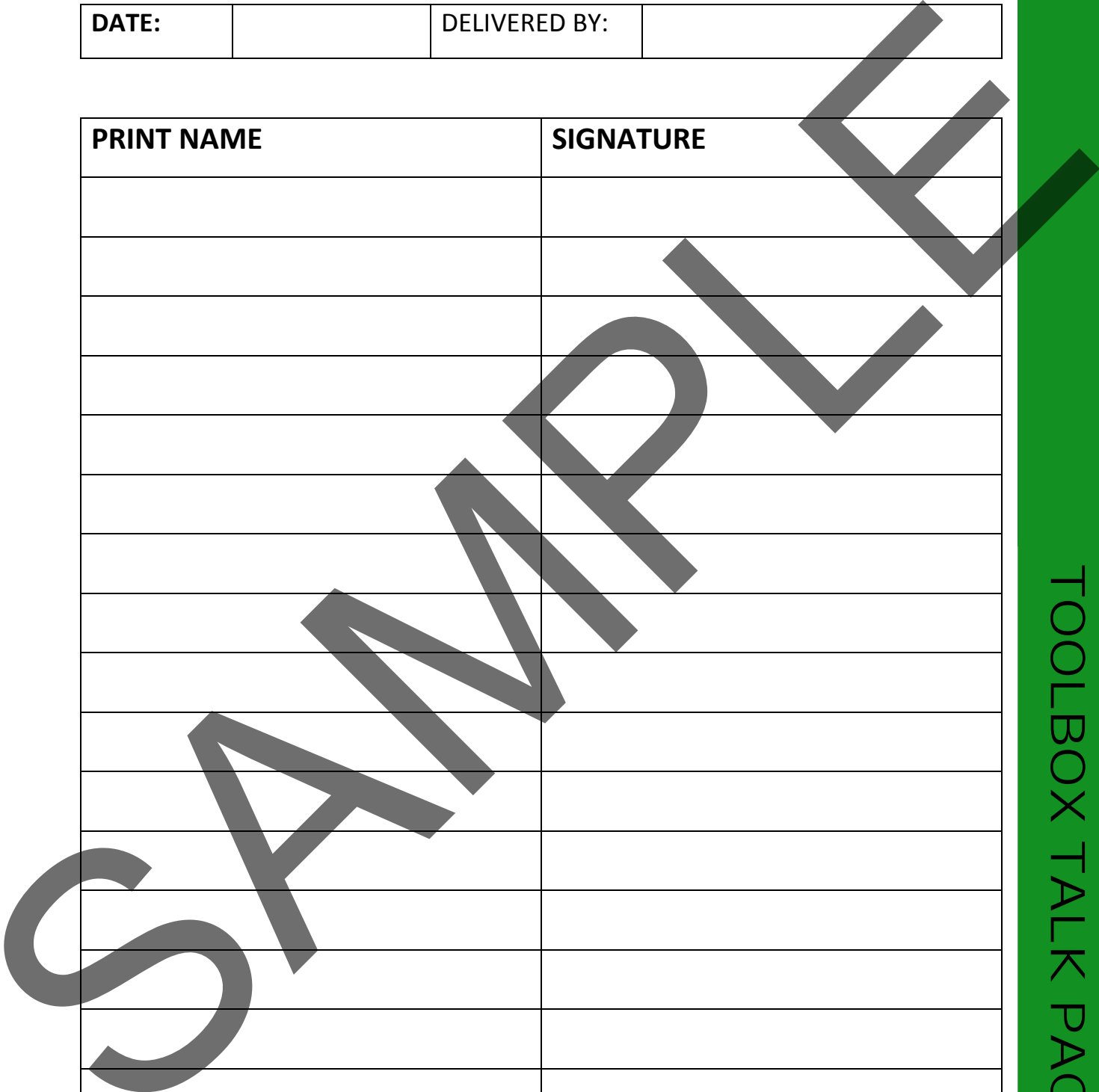
HSM Safety Management

TOOLBOX TALK REGISTER

TOPIC	MOBILE ALLOY ACCESS TOWERS
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DATE:		DELIVERED BY:	
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PRINT NAME	SIGNATURE



TOOLBOX TALK REGISTER

TOPIC	NOISE
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TOOLBOX TALK REGISTER

TOPIC	PERSONAL PROTECTIVE EQUIPMENT
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TOOLBOX TALK REGISTER

TOPIC	STEPLADDERS
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PRINT NAME	SIGNATURE

SAMPLE

TOOLBOX TALK PACK



TOOLBOX TALK REGISTER

TOPIC	VIBRATION
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TOOLBOX TALK REGISTER

TOPIC	WELDING
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PRINT NAME	SIGNATURE

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TOOLBOX TALK REGISTER

TOPIC	WORK OUTDOORS
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PRINT NAME	SIGNATURE

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TOOLBOX TALK PACK



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