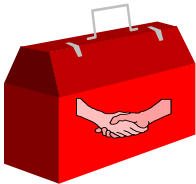


TOOLBOX TALKS



**Supervisors
Toolbox Booklet**



TOOLBOX TALKS



This Booklet is designed to provide field supervisors with sufficient information to enable them to complete toolbox meetings with the personnel under their charge.

***** Important *****

Construction Managers are required to check the booklets on a weekly basis and record the number of toolboxes conducted on site. They are also required conduct the first toolbox meeting to supervisors

INTRODUCTION

All personnel attending must have their names recorded in the lower section of the page by the supervisor in charge of the work group.

Following recent national disasters, the far reaching effect of public enquiries are increasingly more clear to individuals.

Since the introduction of Health & Safety Legislation, it has been possible for an individual to be prosecuted for his acts or omissions at work, if proved they jeopardised the health and safety of himself or others.

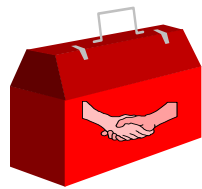
Further, it is a fundamental duty for an employer or self-employed person to provide such information, training, safety equipment and instruction as may be required to ensure the health and safety of all his employees at work irrespective of cooperation.

Safety briefings should already be an important part of any responsible supervisors approach before he delegates duties to his operatives for any particular operation.

It is therefore our intention as a company to offer the enclosed "Tool Box Talk" topic material to all site personnel on a regular basis, over 10-15 minutes. "Tool Box Talks" are to be given by the first line supervisors in charge of the work.

They must be undertaken in a responsible manner, the books must be handed to the manager in charge of that work in order to ensure the toolbox has been conducted.





Supervisors Always Lead by Example

LIST OF TOOL BOX TALKS & CONTENTS

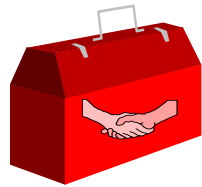
00. Advice to Supervisors Conducted by Spread Managers (for supervisors)

Construction Site – Basic Safety Check-list

1. Good Housekeeping
2. General Duties of Employees at Work
3. Safety Advice to Employees
4. Personal Safety Points
5. Working Dress
6. Working at Height
7. Fire
8. Manual Handling
9. Hand Tools
10. Eye Protection
11. Safe Use of Step Ladders
12. The Safe Use of Ladders
13. Don'ts & Do's on Scaffold
14. Working on Scaffold
15. Electricity
16. Portable Electric Tools
17. Cartridge Hammers or Rivet Guns
18. Abrasive Wheels + Appendix (i)
19. Dumper Drivers + Appendix (i) & (ii)
20. Rough Terrain Fork Lift Operators
21. Excavation Work
22. Excavator Operators
23. Banksmen & Slingers
24. Slings
25. Chains
26. Shackles
27. Hooks & Eyebolts
28. Permit Systems
29. Mobile Crane Operators
30. Compressed Gas Cylinders
31. Working with Compressed Air Tools
32. Check-list for the Safe Use of Chemicals on Site
33. Safe use of chemicals



TOOLBOX TALKS



34. Working of existing roads
35. Protect your hearing
36. Equipment refuelling

TOOL BOX MEETINGS

SAFETY WORK-BOX No. 00

ADVICE TO SUPERVISORS (to be delivered by Construction Manager)

1. Study the Company's Health and Safety Policy which lays down the organization and arrangements for the health and safety of persons in your care.
2. As a Supervisor you are the link between senior management and operative and you have a direct responsibility for ensuring that the Company's Safety Policy is implemented by yourself and personnel under your control.
3. When giving instructions to operatives, ensure that: -
 - a) There is a safe means of access to his workplace
 - b) The workplace is safe
 - c) There is a safe system of work
 - d) Any plant and equipment required to do the work is safe and suitable
4. When protective clothing or equipment is needed by the operative, ensure that it is available, issued, and used correctly.
5. In nearly all accidents unsafe conditions and/or unsafe acts play a prominent part.

UNSAFE CONDITIONS INCLUDE:

Equipment improperly guarded.
Defective equipment.
Unsafe clothing, footwear, eye protection.
Improper ventilation.
Unsafe design or construction.
Improper storage of Liquefied Petroleum Gases (LPG)
Improper shoring
Defective electrical installations.

UNSAFE ACTS INCLUDE:



TOOLBOX TALKS



Operating plant and equipment without authority.
Operating at an unsafe speed.
Making safety devices inoperative.
Using unsafe equipment, or equipment unsafely.
Loading or placing unsafely.
Being in an unsafe position.
Working on moving or dangerous equipment.
Horseplay.
Not using personal protective equipment.

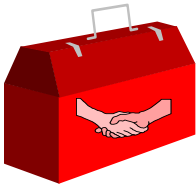
You have a responsibility to ALL personnel, including subcontractors, to ensure that they recognize and avoid any unsafe acts and conditions.

6. Dangerous occurrences, whether reported to you or not, must be immediately investigated and remedial action taken where necessary.
7. Every injury, no matter how slight it may appear, should be immediately reported to you. Ensure that prompt first aid treatment is given by the person nominated to administer first-aid, and that an entry is made in the Accident Book with the doctor on site.
8. You have a responsibility to ensure that all reasonable precautions are taken to effect the safety of the general public, at ALL times, whether they are, or are not, authorised to be on site.

***Turn to the next page and record this toolbox**



TOOLBOX TALKS



SAFETY WORK-BOX No. 00

ADVICE TO SUPERVISORS (to be delivered by Construction Manager

The following personnel attended the above toolbox meeting on date:
_____ at time:_____ hrs.

Signed _____ Position _____

Name _____

If present, Managers signature: _____

Name _____





Supervisors

CONSTRUCTION SITE BASIC SAFETY CHECKLIST

These procedures are designed to assist Spread Managers, General Foreman and other supervisory personnel to make sites safer places of work. The check-list is basic and should be modified to suit local needs.

1. **IS IT SAFE?** Locate unsafe situations or practices and take steps to correct them before anyone gets hurt.
2. **SAFE ACCESS:** Are roads, gangways, passageways, hoists, staircases and scaffold properly lit and free from obstruction? Are openings properly guarded?
3. **LADDERS:** Are ladders in good condition and properly angled and secured with adequate hand-hold at place of landing?
4. **SCAFFOLD:** Is the scaffolding completely erected with toe boards and guard rails fitted? Do not overload and ensure that loads are evenly distributed. Has it been inspected within the last seven days and the results recorded?
5. **ROOF WORK:** Are crawling boards provided and being used? Is there sufficient protection at openings and roof edges to prevent falls? Check for fragile roof covering and for men working underneath.
6. **EXCAVATION:** Is adequate support material provided and properly fitted? Are barriers and vehicle stops in place? Have all excavations been inspected today?
7. **PLANT & TRANSPORT:** Vehicles and plant must be maintained in good repair, driven safely and be properly loaded. Emphasize and safeguard against the dangers of tipping vehicles. Do not allow anyone to ride dangerous positions. Do not allow unauthorised persons to operate plant or machinery.
8. **MACHINERY:** Are all dangerous moving parts securely guarded, especially the hidden ones like projecting shaft ends?



TOOLBOX TALKS



9. HOISTS: Is the hoistway fully enclosed with gates at every loading? Are gates kept shut? Has it been inspected within the last seven days and results recorded?

10. CRANES & LIFTING

APPLIANCES: Is the crane regularly maintained, and has it been inspected within the last seven days and the results recorded? Is it sited on a hard level base and clearly marked with safe working loads? Are the driver and the slinger/banksman fully trained? Are SAFE WORKING LOAD indicators working?

11. ELECTRICITY: Are apparatus, wires, cables and connections all sound? Check for overhead electric lines or underground cables and take appropriate action if present. Make maximum use of reduced voltage equipment.

12. MANUAL

HANDLING: Ensure that loads are handled and lifted correctly, that gloves are used where necessary and that loads are not too heavy to handle manually.

13. TRESPASSES: Is the site secure against children etc ? Have all ladders been removed, or rungs boarded, and plant immobilized? Are all other potential hazards safeguarded?

14. HEALTH RISKS: Identify harmful materials and substitute if possible. Specify precautions and ensure that suitable safety equipment is provided and properly used. Check atmosphere in confined workplaces and provide air supply respirators if necessary.

15. PROTECTIVE

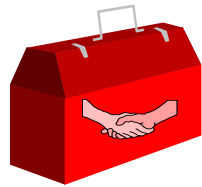
CLOTHING/EQPT: Is protective clothing or equipment provided at least the minimum standard REQUIRED BY LAW? Is it being worn or used?

16. FIRE RISKS: Are there adequate fire extinguishers and exits? Are proper precautions taken for storing and handling highly inflammable liquids, compressed gasses and other combustible materials? Are fires and heaters checked at end of each working day?

17. EXPLOSIVES: Ensure that only authorised persons have charge of the transportation, storage handling or use of explosives.



TOOLBOX TALKS



18. CARTRIDGE

OPERATED TOOLS: Has the operator been properly trained? Is he following the instructions and wearing goggles? Are the tools and cartridges kept in a secure place when not in use?

19. NOISE: Is ear protection supplied and worn in noisy surroundings? Are breakers fitted with muffs and noise from other plant or machinery minimized?

20. FALSEWORK/

FORMWORK: Have the design and supports been checked; are props plumb – properly set out – firmly based and fitted with correct pins? Are the conditions of any timber forms or supports regularly checked?

21. WELFARE: Are the lavatories, washbasins and tea huts clear? Can wet clothes be dried? Is there a supply of drinking water? Are there appropriate first aid facilities?

22. GENERAL: Are all personnel who are required to operate power tools, plant or machinery adequately trained and/or instructed in the correct techniques and procedures?

23. PROCEDURES: Are personnel working within established procedures/written instructions? Are they actively involved in the assessment of risks?



TOOLBOX TALKS



SAFETY TALK No. 1

GOOD HOUSEKEEPING

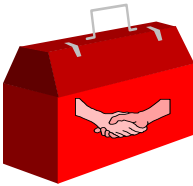
The following points are presented to assist Supervisors when giving Safety Tool Box Talks.

The particular points made here are in the interests of good housekeeping throughout work areas, in or out of work hours, whether at home, visiting friends or at places of amusement, we expect our surroundings to be comfortable, neat and tidy. When at work, the same applies.

1. We should regard good housekeeping at work with the same importance as “at home”. Do not always rely on others to clear things up, it’s just as easy to put tools away tidily as it is to leave them laying around benches, or the floor, or scaffolding, resting on pipes or other positions where they can create a tripping hazard, fall onto a person or be damaged in a fall. A place for everything and everything in its place.
2. If dismantling anything, stack parts away neatly and tidily. Do not leave materials in gangways, they could cut off someone’s escape route or cause a tripping hazard. If dismantling anything constructed of wood, make sure all nails are removed. If this is not possible, hammer nails flat, making sure that no parts are left protruding that could cause injury to fellow employees. Damaged lengths or parts of wood should be guarded as these also present hazards.
3. All rubbish should be placed in tidy bins or skips to be removed. In this way, should a fire occur, it can be confined to a small area and dealt with quickly and efficiently, thus preventing the fire spreading, especially in high winds. Place materials in the appropriate bins, i.e. paper, wood, plastics, glass, metals and of course hazardous waste
4. If tools get damaged, get them repaired or replaced. Do not leave them lying around to cause hazards.
5. When finishing work, put personal overalls and other gear in lockers provided, don’t just leave things about hoping they’ll be there when you return.
6. If you notice rubbish piling up which you cannot remove, bring this to the attention of your supervisor who will make arrangements to have it removed.



TOOLBOX TALKS



SAFETY TALK No. 2

GENERAL DUTIES OF EMPLOYEES

It shall be the duty of every employee while at work...

- a) To take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work and OFF DUTY.
 - b) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.
 - c) No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety or Welfare in pursuance of any of the relevant statutory provisions.
 - d) Obey the site rules and any safety signs present on site.
-

SAFETY TALK No. 2

GENERAL DUTIES OF EMPLOYEES

The following personnel attended the above toolbox meeting on date: _____ at time: _____ hrs.

Name: _____ Signed _____

Position _____

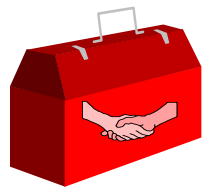
If present, Managers signature: Name _____

Signature: _____ Position: _____

Personnel Present:



TOOLBOX TALKS



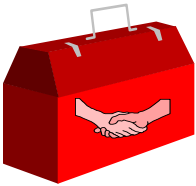
SAFETY TALK No. 3

SAFETY ADVICE TO EMPLOYEES

1. Study your Company's Safety policy which explains the arrangements made for your health and safety. Is there one posted on the notice boards?
 2. You have a legal duty to take reasonable care of your own health and safety while at work.
 3. You also have a legal duty regarding the health and safety of the people you work with and members of the public.
 4. When protective clothing and/or equipment is issued for your use – wear and/or use it as instructed.
 5. Play your part in keeping the site TIDY AND SAFE.
 6. Watch out for warning notices and OBEY the warnings given.
 7. Always keep alert if you are working in the vicinity of mobile plant.
 8. Never attempt to operate a machine unless you have been trained and authorised to do so.
 9. Never ride on machines that have no passenger seat. It is illegal.
 10. Never interfere with ladders or alter scaffolding or move boards unless you are properly authorised to do so.
 11. Never throw anything from scaffolding or any height. Lower it properly.
 12. Don't take short cuts, use the access provided.
 13. Lifting heavy objects or materials can cause injury. Obtain assistance when necessary.
 14. Report any defects or damage to ladders, scaffolding, plant or tools, or any other unsafe circumstances, to your Foreman at once.
 15. Report all accidents involving injury, however slight, to your foreman. Details of an accident necessitating first-aid treatment should be entered in the Accident book.
 16. If in doubt about your job, ask your Foreman.
 17. Construction Sites are particularly inviting to young children. Your cooperation in discouraging children from entering sites will help to reduce accidents to them.
 18. All materials which would be liable to cause injury if they fall should be stacked or stored so as to prevent easy displacement. Temporary but secure and stable racking should be used when appropriate.
-



TOOLBOX TALKS



SAFETY TALK No. 3

SAFETY ADVICE TO EMPLOYEES

The following personnel attended the above toolbox meeting on date: _____ at time: _____ hrs.

Name: _____ Signed _____

Position _____

If present, Managers signature: Name _____

Signature: _____ Position: _____

Personnel Present:



TOOLBOX TALKS



SAFETY TALK No. 4

PERSONAL SAFETY POINTS

1. Don't take chances – carry out instructions
2. If you don't know – ask
3. Rectify or report all unsafe conditions
4. Use correct tools and equipment
5. Help to keep the work place clean and tidy
6. Have all injuries, however slight, properly attended to
7. Don't horseplay or distract others.
8. Wear the protective clothing and equipment provided for your safety.
9. Don't start machinery unless authorised and without the guard being in place.
10. Obey all safety rules and signs
11. Use only those tools you are authorised to use
12. Don't leave tools on the floor or where they can fall on people below.

YOU MAY BE ALL RIGHT BUT THINK OF YOUR MATES

SAFETY TALK No. 4

PERSONAL SAFETY POINTS

The following personnel attended the above toolbox meeting on date: _____ at time: _____ hrs.

Name: _____ Signed _____

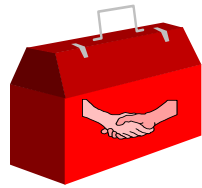
Position _____

If present, Managers signature: Name _____

Signature: _____ Position: _____



TOOLBOX TALKS



SAFETY TALK No. 5

WORKING DRESS

1. Wear the right clothing for the job. Always wear a shirt or in hot weather, a T shirt
2. Always keep clothes clean. Dirty clothes can offer a fire or dermatitis risk.
3. Avoid loose ends. The old school tie can throttle you.
4. If protective clothing is provided, wear it.
5. Gloves will protect your hands.
6. Wear a high visibility jacket or vest, it will make you more visible to construction traffic.
7. Wear safety glasses, you only have one pair of eyes.
8. Finger rings are dangerous near moving machinery.
9. A safety helmet will protect your head – and perhaps save your life.
10. Safety shoes saves toes.
11. Danger can strike upwards. Be sure your boots or shoes have strong soles.
12. Remove contaminated clothing immediately, and WASH.
13. Remember, cotton burns easier than wool.
14. It is worth dressing properly, even for a short job.

PROPER CLOTHING MEANS SAFER WORKING

SAFETY TALK No. 5

WORKING DRESS

The following personnel attended the above toolbox meeting on date: _____ at time: _____ hrs.

Name: _____ Signed _____

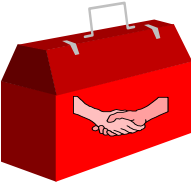
Position _____

If present, Managers signature: Name _____

Signature: _____ Position: _____



TOOLBOX TALKS



Personnel Present:



TOOLBOX TALKS



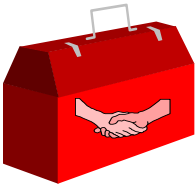
SAFETY TALK No. 6

WORKING AT HEIGHT

1. When working at a height of over 2m, a full body harness shall be worn and two lanyards shall be used to provide 100% fall protection,
2. The body harness must have a D ring, positioned preferably in the centre of the back,
3. Snaphooks must be of the double locking type,
4. Tie of must be to approved anchorage points,
5. For falls which are not likely to exceed around 3m, either fixed or shock absorber lanyards should be used,
6. For falls greater than 3m inertia reel devices should be used in preference to shock absorber lanyards,
7. Care must be taken when selecting an anchorage point such that in the event of a fall, there is little or no pendulum action,
8. where possible, a positioning system should be employed to limit the free fall to a distance of 2ft,
9. Fall arrest equipment shall not be used for any other purpose such as lifting materials,
10. When working on roofs, a warning line shall be erected 6 ft in from the roof edge,
11. roof edges shall have guard rails with toeboards fitted to prevent dropped objects,
12. Care must be taken to maintain a safe distance from overhead power lines,
13. Good housekeeping is critical when working at height in order to prevent slippages,
14. If practicable, consideration should be given to installing a safety net to give additional protection and limit the fall distance, especially if there are other hazards below the work area,
15. Always make sure any opening are protected with guardrails or other forms of barrier,
16. If using a mobile work platform, make sure it is not overextended, work within its safe operating limit,
17. Make sure that work areas are properly illuminated,
18. Secure materials and tools,
19. It may also be possible to create an exclusion zone beneath the work area.



TOOLBOX TALKS



SAFETY TALK No. 6

WORKING AT HEIGHT

The following personnel attended the above toolbox meeting on date: _____ at time: _____ hrs.

Name: _____ Signed _____

Position _____

If present, Managers signature: Name _____

Signature: _____ Position: _____

Personnel Present:



TOOLBOX TALKS



SAFETY TALK No. 7

FIRE

1. See that you know what to do in case of fire. Go to your designated muster point.
2. Make certain you know your escape route.
3. Keep fire doors and shutters clear unobstructed.
4. Don't obstruct access to fire extinguishers; learn how they operate – read the labels or ask.
5. Don't hang clothing over or near heating equipment.
6. Don't let paper, oily rags or other rubbish accumulate.
7. Do not smoke in forbidden areas.
8. Use proper containers for flammable liquids, not open tins or buckets.
9. Handle flammable liquids at a safe distance from possible sources of ignition.
10. Check before and after using blowlamps, welding and cutting equipment.
11. Asphalt pots, crucibles, soldering irons and gas rings must be on non-combustible stands.
12. Switch off from the mains any electrical equipment when not in use.

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

SAFETY TALK No. 7

FIRE

The following personnel attended the above toolbox meeting on date: _____ at time: _____ hrs.

Name: _____ Signed _____

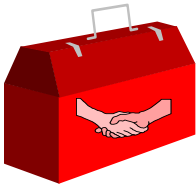
Position _____

If present, Managers signature: Name _____

Signature: _____ Position: _____



TOOLBOX TALKS



Personnel Present:



TOOLBOX TALKS



SAFETY TALK No. 8

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. Size up the load and, if necessary, make a trial lift.
4. If mechanical aids are provided, use them.
5. Do not attempt to lift alone any load that is too heavy, too large or awkward.
6. See that there are no obstructions in the direction you will be going.
7. Take up position, feet hip breadth apart, one foot slightly advanced pointing in direction it is intended to move.
8. Band the knees; back muscles should be relaxed.
9. Get a secure grip of the load.
10. Lift, keeping the back straight, arms close to body, leg muscles taking the strain.
11. Step off in direction advanced foot is pointing, load held close to body.
12. Do not carry a load which obscures the vision.
13. When lifting to a height from the floor do it in two stages.

SAFETY TALK No. 8

MANUAL HANDLING

Name: _____ Signed _____

Position _____

If present, Managers signature: Name _____

Signature: _____ Position: _____



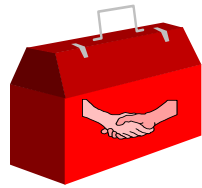
TOOLBOX TALKS



Personnel Present:



TOOLBOX TALKS



SAFETY TALK No. 9

HAND TOOLS

1. Use the right size spanner to fit the nut.
2. See that every file has a handle.
3. Avoid chisels and punches with mushroom heads.
4. Keep hammer heads tightly wedged on their shafts.
5. Renew wooden handles that are split.
6. Keep the edges of cutting tools sharp and –
7. Hands behind the cutting edges when working.
8. Don't 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. Use battery operated tools in preference to mains operated if possible.
12. Scrap tools that are worn or damaged beyond repair.
13. Always use the correct tool for the job.

GOOD TOOLS MEAN FASTER AND SAFER WORKING

SAFETY TALK No. 9

HAND TOOLS

Name: _____ Signed _____

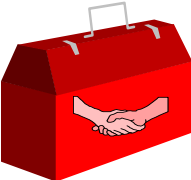
Position _____

If present, Managers signature: Name _____

Signature: _____ Position: _____



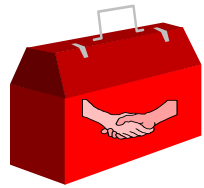
TOOLBOX TALKS



Personnel Present:



TOOLBOX TALKS



SAFETY TALK No. 10

EYE PROTECTION

1. A tiny fragment in your eye can cause disaster.
2. Trained first-aid for attention to eyes – not dirty handkerchief.
3. You have a legal obligation to wear or use the eye protection provided in accordance with regulations.
4. Even if you are not carrying out one of the specified processes you may be at risk, so wear or use the eye protection provided.
5. Do not watch welding processes unless your eyes are properly protected.
6. Do not go into areas where eye protection is required unless you are wearing protective equipment.
7. Take care of any protective equipment issued to you.
8. Have any damage, lost or unserviceable protective equipment replaced immediately.
9. Make sure your eye protectors are suitable for you and the work being done.
10. Ensure that eye protectors are comfortable to wear and keep them clean.
11. The place for eye protectors is over your eyes – not your head or neck.
12. When removing your eye protection, make sure dirt or material fragments do not fall back into your eyes.
13. If dirt or particles should come into contact with eyes; do not rub eyes! Seek medical attention straight away. Rubbing your eyes can cause further damage.
14. Remember – eye protectors are replaceable; your eyes are not.

A SENSIBLE WORKER VALUES HIS SIGHT.

SAFETY TALK No. 10

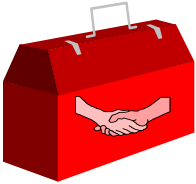
EYE PROTECTION

Name: _____ Signed _____

Position _____



TOOLBOX TALKS



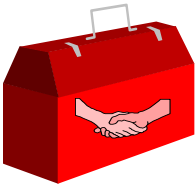
If present, Managers signature: Name _____

Signature: _____ Position: _____

Personnel Present:



TOOLBOX TALKS



SAFETY TALK No. 11

STEP LADDERS

Before use, check conditions of:

1. Treads
2. Stiles
3. Hinge arrangement
4. Restraining rope between legs

Damaged step ladders to be taken out of use and either destroyed or returned to Supplier.

WORKING FROM STEP LADDERS

1. Firm level base.
2. Type of operation – should a mobile platform be used instead.
3. Work from no further than two thirds up step ladders (hand hold required).
4. Boards not to be slung between treads on steps to provide working platform.
5. Get someone to foot the ladder. (Treads not designed for this loading, a one board wide platform is not a safe working platform)

SAFETY TALK No. 11

STEP LADDERS

Name: _____ Signed _____

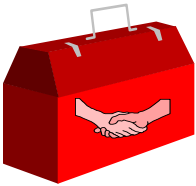
Position _____

If present, Managers signature: Name _____

Signature: _____ Position: _____



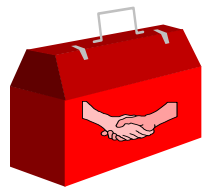
TOOLBOX TALKS



Personnel Present:



TOOLBOX TALKS



SAFETY TALK No. 12

SAFE USE OF LADDERS

WHY DO PEOPLE FALL FROM LADDERS?

A recent study of 433 falls from fixed and portable ladders disclosed:

277 cases where the ladder slipped, 180 cases where the ladder remained stable. 24 cases where there was a structural defect in the ladder or its anchorage, 2 cases where the ladder was struck by a vehicle.

The dominating factors where the ladder remained stable were:

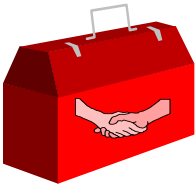
81 Foot slipped on rung.	36 Carrying tools or materials.
18 Missed footing.	5 Obstruction part way or materials
5 Lost grip	2 Struck by falling material
14 Overbalanced	7 Jumped off to avoid other hazards
12 Overreached	

WHAT CAN BE DONE TO REDUCE THE RISK?

1. See that the ladder cannot slip.
2. Ensure ladders are tied near the top.
3. Keep rungs and footwear clean.
4. Use both hands when climbing or descending.
5. Ladders staked, to prevent slipping outwards and sideways.
6. Set ladders at the correct angle, 300 mm out to every 1,200 mm up.
7. Always check ladders before and after use, report any defects immediately.
8. Never use a make-shift ladder.
9. Don't use ladders with cracked or broken rungs or other defects.
10. Don't overreach from a ladder – always move it.
11. Don't stand a ladder on a drum or box, or other unsteady base.
12. Never overload a ladder, or support it on its bottom rung on a plank.
13. Don't use ladders that are too short.
14. Don't obstruct the access onto or off a ladder by leaving materials/rubbish at the top/bottom.



TOOLBOX TALKS



SAFETY TALK No. 13

SCAFFOLD

DON'TS AND DO'S ON SCAFFOLD

Don't remove any scaffold tie yourself, unless you are a scaffolder.

Do get a scaffolder to do it so that he can position alternative tie.

Don't make working platforms (however low) out of planks placed on blocks, bricks or oil drums.

Do use a properly constructed platform on trestle or "hop-ups" or scaffold.

Don't leave a section of scaffold platform without a guardrail or toeboard if you have to move a ladder access point.

Do make sure that the gap is closed with a short guardrail and toeboard. If in doubt, ask your supervisor to get a scaffolder to do it.

Don't remove crossbraces from scaffolding.

Do see your supervisor if crossbraces are in your way.

Only work on scaffolds that have the green SCAFFTAG.

SAFETY TALK No. 13

SCAFFOLD - DON'TS AND DO'S ON SCAFFOLD

Name: _____ Signed _____

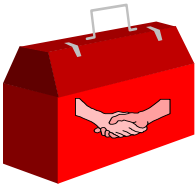
Position _____

If present, Managers signature: Name _____

Signature: _____ Position: _____



TOOLBOX TALKS



Personnel Present:



TOOLBOX TALKS



SAFETY TALK No. 14

WORKING ON SCAFFOLDING

1. Do not remove or interfere with the scaffolding in any way – especially ties, guardrails, toeboards and ladders. Alterations to scaffolding should only be made by authorised persons.
 2. Do not use a scaffold while it is being erected or dismantled or in any way incomplete. Look out for warning notices.
 3. Report any deficient scaffolding as soon as possible.
 4. When stacking materials, always leave a passageway at least two boards wide for other people to pass.
 5. See that materials are always properly stocked and not in danger of falling. Erect brickguards where required.
 6. Do not overload a scaffold. Position stacks by the standards, not between them.
 7. Do not leave tools or materials lying around on platforms.
 8. Materials should never be thrown, tipped or dropped from heights, they should always be lowered or disposed of through a properly constructed chute.
 9. Never climb up or down scaffolding. Always use the ladders or stairs provided.
 10. Ensure that ladders are properly secured at the top, have a firm base, extend at least 1.070 m (3'6") above the platform and are at an angle of approximately 1 out to 4 up.
 11. If a ladder has any rungs missing or split stiles, report the fact to your Foreman and see that it is replaced. Do not climb the ladder.
 12. Ladder rungs should not be used to support either the ladder or run-up boards.
 13. All ladders giving access to scaffolds or elevated areas must, when the site is unoccupied, be effectively blocked or have the first rung removed.
-

SAFETY TALK No. 14

WORKING ON SCAFFOLDING / DON'TS AND DO'S ON SCAFFOLD

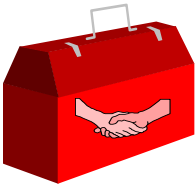
Name: _____ Signed _____

Position _____

If present, Managers signature: Name _____



TOOLBOX TALKS



SAFETY TALK No. 15

ELECTRICITY

- 1. Don't "monkey" with electricity – if you don't know, call an electrician. If you do know –
- 2. Check for defective cables, plugs and sockets.
- 3. Never overload equipment.
- 4. Use the correct fuses.
- 5. Switch off before making repairs or adjustments.
- 6. Keep loose cables off the floor.
- 7. Do not use lighting circuits for portable tools.
- 8. Disconnect appliances when not in use, but don't withdraw a plug from a socket by pulling the cable.
- 9. Keep all electric equipment dry and clean.
- 10. Do not use appliances that are damaged or worn.
- 11. Avoid standing on a wet floor when making adjustments.
- 12. Start artificial respiration immediately after collapse from electric shock.

ELECTRICAL REPAIRS ARE AN ELECTRICIANS JOB

SAFETY TALK No. 15

ELECTRICITY

Name: _____ Signed _____

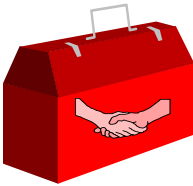
Position _____

If present, Managers signature: Name _____

Signature: _____ Position: _____



TOOLBOX TALKS



SAFETY TALK No. 16

PORTABLE ELECTRIC TOOLS

- 1. Before using a portable electric tool, check to see it is properly earthed, unless approved type that does not require earthing.
- 2. Before using an electric tool, make sure that the casing is undamaged. If it is damaged, don't use the tool.
- 3. Make sure that all cables, plugs or connectors are sound and properly wired up.
- 4. Use only on the correct power supply as instructed on the maker's label. Make sure that the power cable is long enough to reach your working place without straining it.
- 5. Keep power cables off the floor. They may get damaged or trip somebody.
- 6. Never stand on a damp or wet surface when using electrical equipment, and keep the equipment clean and dry.
- 7. Portable electric tools should only be used for their designed purpose.
- 8. Never connect a portable electric tool to a lighting socket.
- 9. Never use worn, blunt or damaged bits or other accessories.
- 10. Disconnect tools when not in use.
- 11. Electric power tools should be regularly inspected and maintained by a competent electrician.

REPORT ALL DEFECTS IMMEDIATELY

SAFETY TALK No. 16

PORTABLE ELECTRIC TOOLS

Name: _____ Signed _____

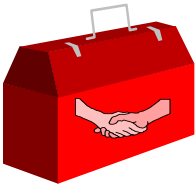
Position _____

If present, Managers signature: Name _____

Signature: _____ Position: _____



TOOLBOX TALKS



SAFETY TALK No. 17

CARTRIDGE HAMMERS OR RIVET GUNS

- Only to be used by trained persons issued with a certificate.
 1. Read maker’s instructions carefully before using gun.
 2. Before handling gun make sure it is NOT LOADED.
 3. Load gun with barrel pointing in safe position – away from you.
 4. Never place your hand over the end of the barrel.
 5. Never walk around with a loaded gun – load at site.
 6. Check material into which bolt is to be fired.
 7. Allow at least 3 in. from edges of concrete or brickwork.
 8. Hold gun at right angles to the job when firing.
 9. Wear goggles when using the gun.
 10. In the event of a misfire wait a minute before unloading.
 11. Keep the gun clean and well oiled.
 12. Never leave gun loaded when not in use.

TREAT CARTRIDGE HAMMERS WITH RESPECT – ALWAYS

SAFETY TALK No. 17

CARTRIDGE HAMMERS OR RIVET GUNS

Name: _____ Signed _____

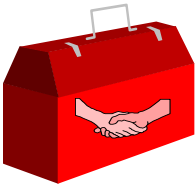
Position _____

If present, Managers signature: Name _____

Signature: _____ Position: _____



TOOLBOX TALKS



Personnel Present:



TOOLBOX TALKS



SAFETY TALK No. 18

ABRASIVE WHEELS

USE OF BENCH OR PEDESTAL MOUNTED GRINDERS AND SLITTING/CUTTING OFF MACHINES

1. Check machine before use.
2. Check the machine can be stopped from your work position.
3. Where adjustable guards are fitted, adjust to expose minimum wheel surface necessary for the operation.
4. Where fitted, keep the glass screen in the safety position.
5. Adjust the tool rest as close as possible to the face of the wheel.
6. Check the wheel/disc is the correct type for the material to be ground/cut.
7. Check the floor area around the machine is clear of tripping hazards.
8. Allow the machine to run up to full speed before attempting to grind/cut.
9. Keep your fingers below the tool rest level.
10. Take care the work does not slip off the rest.
11. If clamping arrangements are fitted – use them.
12. Keep the face of the wheel evenly dressed.
13. Never use the side of the wheel.
14. Do not exert heavy pressure on the wheel.
15. Wheels/discs are only to be changed by properly trained and appointed persons.
16. Stop the wheel/disc when not in use.
17. Do not attempt to speed up the slow down process by holding anything against the wheel/disc.

SAFETY TALK No. 18

ABRASIVE WHEELS

Name: _____ Signed _____

Position _____

If present, Managers signature: Name _____

Signature: _____ Position: _____





SAFETY TALK No. 19

DUMPER DRIVERS-APPENDIX (i)

During the last four years, the Health & Safety 217 accidents involving small dumpers (dumpers irrespective of size where the driver sits behind the skip and looks over the load to see forward). Of these accidents, 18 resulted in fatal injuries. 116 in major injuries and 83 in minor injuries.

In five accidents the dumpers overturned backwards when they were being driven uphill with the skips empty.

In 13 accidents the dumpers overturned forwards while being driven downhill with the skips full.

In 27 accidents the dumpers overturned, but the reports do not specify which way.

In 3 accidents the dumpers overturned as the skips were being tilted and the load stuck in the skip.

In 16 accidents the drivers were bounced off the dumpers and run over by the rear wheels or otherwise injured.

In 3 accidents the drivers, but not the dumpers, collided with a fixed object.

In 41 accidents the dumpers either collided with fixed objects, injuring the drivers or ran over third parties.

In 38 accidents the dumpers were driven into excavations etc.

In 7 accidents mechanical failure on the dumpers was given as the main cause of the accidents.

In 27 cases the dumpers were inadvertently knocked into gear while the engines were running but the drivers were not in the driving seats.

In 37 accidents, diverse reasons, other than those listed above, were given as the main causes.



TOOLBOX TALKS

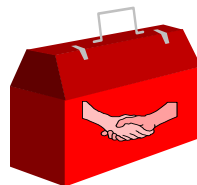


SAFETY TALK No. 19

DUMPER DRIVERS (ii)

1. You must not drive a dumper unless you are authorised to do so and have a current driving license.
2. Get instructions on hand starting to avoid injury from the handle if the engine backfires.
3. Before operating, always check to ensure that the tyre pressures are correct and breaks are efficient.
4. Always drive the machine with due consideration for other employees.
5. Never allow passengers to ride on the vehicle. It is illegal.
6. While the skip is being loaded, engage the handbrake, disengage the gears and turn off the engine. Do not remain in the seat. Stand well clear.
7. Ensure that all loads are secure and evenly distributed and within the load – carrying capacity of the machine.
8. Stack loads so that forward vision is not impeded.
9. Make sure that the skip safety catch is engaged before moving off or when the dumper is left unattended.
10. Steer dumpers, whether rear wheel steering or center pivot frame, with caution.
11. Avoid harsh acceleration and braking. Do not allow driving wheels to spin. Excessive speed and lock can lead to accidents.
12. On down gradients always use lower gear.
13. Do not travel across steep banks. Drive with care on roadways with excessive camber and when carrying overhanging loads.
14. Before tipping make sure that no person or obstruction is in the way.
15. When tipping into excavations the wheels should be chocked to avoid the danger of the machine falling in.
16. Always park on level ground with the handbrake applied.
17. Do not take the vehicle on the road unless it is licensed and equipped for the road.
18. Report all defects immediately.
19. At the end of normal working hours the machine should be effectively immobilized – seek advice or instruction if necessary.
20. **IN NO CIRCUMSTANCES LEAVE THE MACHINE WITH THE ENGINE RUNNING. SWITCH IT OFF!!!**





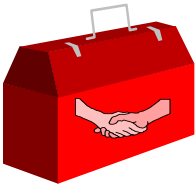
SAFETY TALK No. 20

ROUGH TERRAIN FORK LIFT OPERATORS

1. You must only operate machines of a type on which you have been trained and authorised to use.
 2. See that your machine is serviceable and properly maintained at all times. Make sure tyre pressures are correct. Check water ballasting where necessary.
 3. Never allow passengers to ride on the fork lift.
 4. Understand the limits of your machine, both loaded and unloaded. Never exceed the maximum weight shown.
 5. Always load with the mast vertical or tilted slightly back.
 6. Have the forks as widely as practicable to give maximum stability to the load.
 7. Ensure that the load does not obscure your view of the way ahead. If your view is restricted, travel in reverse. If necessary work with banksman.
 8. Beware of other personnel and plant in your working area. Sound horn whenever to warn others of your approach.
 9. Avoid sharp obstacles and excessively uneven surfaces as far as possible.
 10. Always travel with the load in the lowest practicable position. Do not raise the load while traveling. Wait until the off-loading position has been reached.
 11. Deposit all loads gently on to storage areas or loading platforms.
 12. Always travel at a steady speed consistent with the site and load conditions. Do not accelerate, brake or turn violently.
 13. When driving on inclines, when load is carried the load should always face uphill. When no load is carried the forks should always face downhill. Adjust tilt to suit gradient and raise just enough to clear the road.
 14. Ensure that there is always sufficient overhead clearance for the mast. Particular care is required in the vicinity of overhead power lines unless within the confines of “goal posts”.
 15. When the machine is parked, the forks should be lowered to the ground, the ignition key removed and the handbrake applied.
 16. Report all defects immediately.
-



TOOLBOX TALKS



SAFETY TALK No. 20

ROUGH TERRAIN FORK LIFT OPERATORS

Name: _____ Signed _____

Position _____

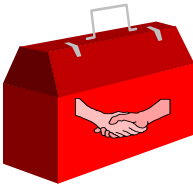
If present, Managers signature: Name _____

Signature: _____ Position: _____

Personnel Present:



TOOLBOX TALKS



SAFETY TALK No. 21

EXCAVATION

1. Do not work in an excavation unless it is considered safe to do so by your Foreman.
2. Use gangways provided for crossing excavations. Do not jump across.
3. Do not stand on struts.
4. Do not interfere with or alter the positioning of barriers of supports in excavations or trenches unless authorised to do so.
5. Ensure that manholes or other openings are covered or an effective barrier is erected.
6. Be careful of slipping when using ladders in trenches, especially in wet and greasy conditions. All ladders must be secured and extend at least 1.070m (3'6") above landing.
7. Keep gangways clear and free from rubbish at all times.
8. When vehicles are working near the edges of excavations, chocks should be positioned to prevent tipping vehicles over-riding or falling in.
9. Never work in an excavation over 1.210m (4') in depth unless it is timbered or battered to a safe angle, or in solid rock.
10. Never work beyond the supported sides of an excavation. If an excavating machine is being used, always face it.
11. Keep working areas, above and alongside trenches or excavations, clear of objects or loose materials.
12. Ensure timber for supporting trenches is sound. See that nails have been removed or hammered down.

SAFETY TALK No. 21

EXCAVATION

Name: _____ Signed _____

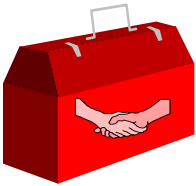
Position _____

If present, Managers signature: Name _____

Signature: _____ Position: _____



TOOLBOX TALKS



Personnel Present:





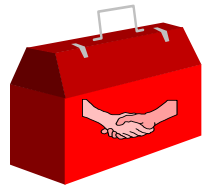
SAFETY TALK No. 22

EXCAVATOR OPERATORS

1. You must only operate machines of a type on which you have been trained and authorised to use.
 2. Do not use the machine as a crane without full authority.
 3. See that your machine is serviceable and correctly maintained at all times.
 4. Check ground conditions before starting work. Find out the the position of any underground services in the working area.
 5. Never carry passengers. It is illegal.
 6. Always keep a sharp lookout for other persons and machines working nearby. Use a banksman where necessary.
 7. Look out for obstructions, especially overhead cables, at all times.
 8. Before a vehicle ensure the driver is out of the cab, unless this has special protection.
 9. Before leaving the machine for any reason, always lower the bucket top the ground and make sure the brakes and safety locks are on.
 10. On completion of work, ground the bucket and immobilize the machine.
 11. Always ensure buckets, booms and jibs are supported when raised for maintenance.
 12. Report all defects immediately.
 13. Work only with an authorised Banksman/Slinger and operate to his signals. Do not reach to signals from unauthorised persons, except in an emergency.
 14. Check for obstructions and men in the vicinity of the crane before slewing. Clearance of at least 0.609 m (2) must as far as practicable be maintained between moving parts of the crane and any nearby fixture.
 15. Watch out for overhead power lines. Do not pass under unless within the confines of "goal posts" and a banksman is in attendance.
 16. Working alongside power lines should not be undertaken unless authorised and closely supervised.
 17. Before loading a vehicle ensure the driver is out cab unless this has special protection.
-



TOOLBOX TALKS



SAFETY TALK No. 22

EXCAVATOR OPERATORS

Name: _____ Signed _____

Position _____

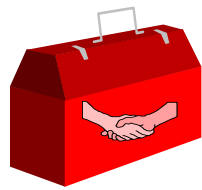
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Signature: _____ Position: _____

Personnel Present:



TOOLBOX TALKS



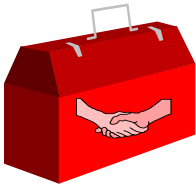
SAFETY TALK No. 23

BANKSMEN/SLINGERS

1. All banksmen/slingers should be trained and authorised.
2. Check lifting gear daily and examine all wire ropes at frequent intervals for kinks, frays and projecting needles.
3. No lifting gear must be used unless its safe working load is marked. The combined weight of load to be lifted and lifting gear must never exceed the safe working load of the crane.
4. Use only slings and lifting gear provided by your employer. Never use improvised slings or single leg of a multiple leg sling.
5. Loads should be landed onto suitable bearers to avoid damage to lifting gear and to facilitate removal.
6. Never tie knots in chains to shorten them – get shorter slings.
7. Make sure the right pin is used in all shackles and that the pin is properly screwed home.
8. All hooks must be fitted with an effective safety catch to prevent displacement of the lifting gear.
9. Protect wire ropes and slings with soft wood or other suitable packing from the sharp edges of the load.
10. Always see that the crane hook is centrally placed over the load to prevent swinging when the load is being raised.
11. Take your hands away from chains and ropes before the crane takes the load and stand clear.
12. When signaling, stand where you can see the load clearly and where the operator can see you. Whenever possible face the operator.
13. Ensure that the load is lifted off the ground to see that it is free and correctly slung before hoisting.
14. Wear a safety helmet and high visibility clothing.
15. Make your signals clearly and distinctly and always use the approved Code Signals.
16. When the crane is operating, do not leave the area unless you have been relieved by a trained deputy.
17. When the crane is traveling, ensure that you signal to the operator to warn him of obstructions on the route or awkward corners.
18. Riding on loads is strictly prohibited.
19. Backslung hooks when no load is carried.
20. Do not allow lifting gear to be used for other purposes, e.g., towing.
21. When not in use, store your gear tidily off the ground.
22. Keep all persons not involved in the lifting operations away from the



TOOLBOX TALKS



immediate vicinity particularly children and the general public.
 23. Is your Company owned lifting tackle under the present Colour Coded System?

SAFETY TALK No. 23

BANKSMEN/SLINGERS

Name: _____ Signed _____

Position _____

If present, Managers signature: Name _____

Signature: _____ Position: _____

Personnel Present:



TOOLBOX TALKS



SAFETY TALK No. 24

SLINGS

1. Use the right kind of sling for the job.
 2. Do not use fibre rope or wire slings for hot loads.
 3. Check the safe working load marked on the sling.
 4. Check the safe working load against the load to be lifted.
 5. See that the sling is in good condition – splices, rings, thimbles.
 6. See that there are no broken ends in wires and
 7. No chafe on fibre ropes.
 8. Be sure that the chains have been annealed and examined.
 9. Do not stand under loads.
 10. See the sling is properly adjusted on the load.
 11. Safeguard your fellow-workers, use proper signals.
 12. Return the sling to store after use.
-

SAFETY TALK No. 24

SLINGS

Name: _____ Signed _____

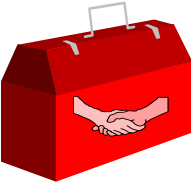
Position _____

If present, Managers signature: Name _____

Signature: _____ Position: _____



TOOLBOX TALKS



Personnel Present:



TOOLBOX TALKS



SAFETY TALK No. 25

CHAINS

1. Select the right chain for the job. If in doubt – ask.
2. Check all chains before using. Report immediately any chain with deformed, corroded, cracked or cut links.
3. Make sure that the chain is marked with its safe working loading.
4. Make sure that the chain is not kinked or twisted.
5. Immediately after use, return chains to store where they should be properly racked.
6. Use packing for chain slings where lifting anything with sharp edges.

DO NOT –

7. Shorten a chain by knotting it.
8. Lengthen a chain by joining pieces together.
9. Lubricate chain slings, nor hoist chains if the lubricant is liable to pick up sand or grit.
10. Drop chains on hard surfaces.
11. Leave chains where they can be run over or otherwise ill-treated.
12. Expose chains to acids or other corrosive substances.

REMEMBER – A CHAIN IS ONLY AS STRONG AS ITS WEAKEST LINK

SAFETY TALK No. 25

CHAINS

Name: _____ Signed _____

Position _____

If present, Managers signature: Name _____

Signature: _____ Position: _____



TOOLBOX TALKS



Personnel Present:



TOOLBOX TALKS



SAFETY TALK No. 26

SHACKLES

1. Use the right type of shackle for the job in hand.
 2. Check the safe working load of the shackle before use.
 3. Don't use any shackle which is not marked with the safe working load.
 4. Examine bow and pin for damage or distortion. Destroy if doubtful.
 5. Check bow and pin for excessive wear. Destroy when wear is 1/10th or more of original diameter.
 6. Make sure pin is free, but not loose, in tapped hole.
 7. Threads should be undamaged and without flats or appreciable wear.
 8. Check alignment of holes. The untapped hole should not be too large or worn.
 9. When using a shackle with "nut and bolt" pin, the pin should be free to rotate when nut is tight.
 10. Sound shackles should have a clear ring. To test, suspend and tap lightly with a hammer.
 11. To prevent pins unscrewing, secure with a split pin if possible.
 12. Don't use a shackle where the pin can unscrew by "rolling" under the load.
-

SAFETY TALK No. 26

SHACKLES

Name: _____ Signed _____

Position _____

If present, Managers signature: Name _____

Signature: _____ Position: _____



TOOLBOX TALKS



SAFETY TALK No. 27

HOOKS & EYE BOLTS

HOOKS

1. Check for distortion. If in doubt, check dimensions against standard tables or drawing.
2. If a hook has opened by more than $1/5^{\text{th}}$ of original dimension destroy it.
3. Examine carefully for cracks, cuts, dents, and corrosion pits.
4. Swivel hooks should rotate freely. Nut securing hook to trunnion should be split-pinned or otherwise secured.
5. If swivel hook is welded in trunnion, check shank for excessive wear and the weld for deterioration.
6. Always mouse hooks unless fitted with safety catch. Make sure the catch operates freely.

EYE BOLTS

1. Examine for damaged threads. If in doubt, check with thread gauge.
2. Check in standard tapped hole. Fit is most important.
3. Shoulder or collar should be flat, free from damage, and at right angles to threaded portion.
4. Check that center line of eye is central with threaded portion.
5. Examine for cracks, cuts, dents and corrosion pits.
6. Check eye for wear; if $1/10^{\text{th}}$ or more of original diameter, destroy it.

NEVER USE HOME-MADE HOOKS FOR EYE BOLTS

SAFETY TALK No. 27

HOOKS & EYE BOLTS

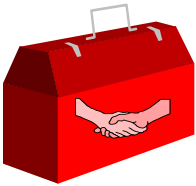
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Position _____

If present, Managers signature: Name _____



TOOLBOX TALKS



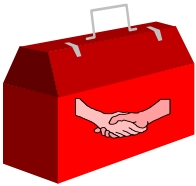
Signature: _____

Position: _____

Personnel Present:



TOOLBOX TALKS



SAFETY TALK No. 28

Permit Systems

1. If working under the control of a Permit to Work, reference should be made to existing risk assessments, JSA's etc.
2. All permits are to be authorised by a person who is independent of the work to be conducted,
3. the permit conditions must be checked prior to undertaking any work,
4. Where the work encroaches upon other workgroups, their approval should be sought,
5. the permit must indicate the period for which it is valid,
6. permits are required to be revalidated by the authoriser on a daily or shift basis,
7. work to be stopped if anything changes and new hazards are present,
8. copy of permit to be displayed at the worksite or on a local permit board,
9. hazards to be addressed on the permit outwith those covered by existing risk assessments,
10. permit to address additional control measures necessary as stipulated by authorized person,
11. additional control measures must be complied with,
12. when work is complete, permit must be signed off by the authorised person,
13. Only those who have completed PTW authorizer training should authorize permits,
14. electrical work permits to be authorised only by authorized electrical persons

SAFETY TALK No. 28

Permit Systems

Name: _____ Signed _____

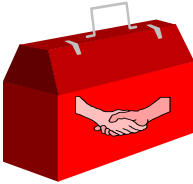
Position _____

If present, Managers signature: Name _____

Signature: _____ Position: _____

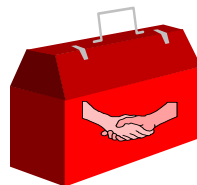


TOOLBOX TALKS



Personnel Present:





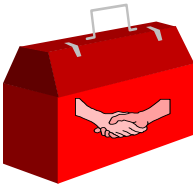
SAFETY TALK No. 29

MOBILE CRANE OPERATORS

1. You must only operate machines of a type on which you have been trained and authorised to use.
2. Before operating, ensure that the machine is correctly maintained and the weekly inspection register completed. Report all defects immediately.
3. Check all wire ropes for wear at frequent intervals.
4. Before operating, test-check the safe load indicator and all crane motions. Ensure crane is on firm and level ground. Use mats if necessary.
5. Before hoisting ensure that the load is correctly slung, balanced and secure.
6. Never exceed the safe working load. Obey warning devices and notices.
7. When assessing the total load to be lifted, allow for the weight of the appropriate lifting gear.
8. After the load is lifted a short distance completely clear of the ground, stop and check the safe load indicator for possible overload before continuing lift.
9. Always keep within the limits shown on the indicators when derricking.
10. Work only with competent Banksman/Slinger and operate to his signals. Do not react to signals from unauthorised persons, except in an emergency.
11. Check for obstructions and men in the vicinity of the crane before slewing. Clearance of at least 0.609 m (2) must as far as possible be maintained between moving parts of the crane and any nearby fixture.
12. Slewing motions should be operated gently to reduce load swing to a minimum.
13. Before traveling ensure that the slewing lock is engaged.
14. Watch out for overhead power lines. Do not pass under unless within the confines of "goal posts" and a banksman is in attendance.
15. Working alongside power lines should not be undertaken unless authorised and closely supervised.
16. When traveling with a load, keep it as near the ground as possible. Drive slowly and look out for obstructions and uneven ground.
17. Outriggers, where fitted, should always be fully extended according to the load chart in the cab when using the crane in a blocked capacity. Use suitable packing to spread the lot.
18. Lower gently when depositing load.
19. Before loading a vehicle ensure the driver is out the cab unless this has



TOOLBOX TALKS



- special protection.
20. Never share a load with another crane unless the operation has been planned and is supervised.
 21. If persons have to be lifted, they must travel in an approved chair, cage and skip, and the crane must be equipped with power lowering and automatic braking.
 22. Never leave the crane with a load suspended.
 23. When leaving the crane, make sure the power is off, the hook is unloaded and out of the way, the brakes are on, and the cab is locked, so that no unauthorised person can interfere with the crane.
 24. Driver training may have to be carried out. You will be given instructions on this by your Foreman. No unauthorised driver is permitted to operate the crane. A trainee must be accompanied by the authorised crane operator.

SAFETY TALK No. 29

MOBILE CRANE OPERATORS

Name: _____ Signed _____

Position _____

If present, Managers signature: Name _____

Signature: _____ Position: _____

Personnel Present:



TOOLBOX TALKS



SAFETY TALK No. 30

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 an upright position both in use and in storage.
4. Store ALL cylinders so that they cannot fall.
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. See that gloves (if worn) are free from oil and grease.
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. remember – handling cylinders is a two-man job.

REPORT ANY DAMAGE OR DEFECTS IMMEDIATELY

SAFETY TALK No. 30

COMPRESSED GAS CYLINDERS

Name: _____ Signed _____

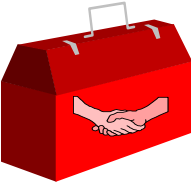
Position _____

If present, Managers signature: Name _____

Signature: _____ Position: _____



TOOLBOX TALKS



Personnel Present:



TOOLBOX TALKS



SAFETY TALK No. 31

WORKING WITH COMPRESSED AIR TOOLS

1. See that the hose is clear of dirt or moisture before starting working.
2. Ensure that tools are regularly maintained and services and matching connections are used.
3. See that, where applicable, the proper protective guard is correctly fitted before use.
4. Always use attachments which are correct for the speed of the tool.
5. When using paving breakers, clay spades etc., always check your hose connections before starting work.
6. Wear protective footwear when using paving breakers and stand with feet apart.
7. Operators of air cutting, drilling or impact braking tools must wear eye protectors, and are advised to use ear protectors also.
8. Before disconnecting any air tool, turn off the compressed air supply on the main air pipe to which your air hose is connected. The air should be exhausted in the line at the tool end.
9. The air tool control lever should be released before moving the tool to another piece of work.
10. The changing of points (jack hammer) should be undertaken with the tool in a horizontal position. Do not use blunt points.
11. Ensure that points (jack hammer) are securely seated before operating tool.
12. In the case of air operated cutting wheels and discs, only operators in possession of a certificate of training are permitted to change an abrasive wheel or disc (in accordance with the requirements of the Abrasive Wheels Regulations 1970).
13. Report all defects immediately.
14. Keep away all persons not directly involved in the activity, particularly children and general public.

SAFETY TALK No. 31

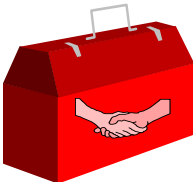
WORKING WITH COMPRESSED AIR TOOLS

Name: _____ Signed _____

Position _____



TOOLBOX TALKS



If present, Managers signature: Name _____

Signature: _____ Position: _____

Personnel Present:



TOOLBOX TALKS



SAFETY TALK No. 32

USE OF DISC CUTTERS AND PORTABLE HAND HELD GRINDING MACHINES

1. Check machine before use. Maximum RPM should be stated on the machine.
2. If electrically powered, check power lead insulation is not damaged and that the plug is in good condition.
3. If air driven, check all hose connections are in good condition.
4. Check the machine can be started/stopped by the control switch on the machine – if not, do not use.
5. Check guards are fitted and that they do not foul the disc/wheel.
6. Check the disc/wheel is the correct type for the material to be cut/grind.
7. Do not attempt to change a disc/wheel unless you have been properly trained and appointed to change discs/wheels.
8. Goggles/visors – Grade 1 must be worn when operating machines.
9. Before starting the machine ensure you have a firm footing.
10. wear safety footwear.
11. Allow the machine to run up to full speed before attempting to cut/grind.
12. Do not use the sides of cutting discs for grinding off burrs or attempting to make the cut wider.
13. Do not “bump” the disc/wheel against the job.
14. When switching off the machine do not stop the disc/wheel by holding it on the job.
15. Wait until the disc/wheel has stopped before putting the machine down.
16. Place the machine down carefully.

SAFETY TALK No. 32

USE OF DISC CUTTERS AND PORTABLE HAND HELD GRINDING MACHINES

Name: _____ Signed _____

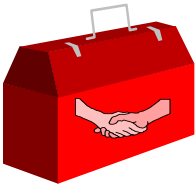
Position _____

If present, Managers signature: Name _____

Signature: _____ Position: _____



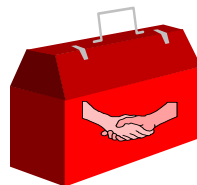
TOOLBOX TALKS



Personnel Present:



TOOLBOX TALKS



SAFETY TALK No. 33

CHECK LIST FOR SAFE USE OF CHEMICALS ON SITE

This list is designed to assist Supervisory and Stores personnel to eliminate the hazards associated with the use of materials with chemical constituents.

1. There are various materials containing chemicals on ALL construction sites – Are you aware of:
 - a) What they are? (including those under common trade names)
 - b) What hazards they create?
 - c) What preventative measures are required to eliminate or minimize those hazards?
 - d) What treatment is required in cases of harmful exposure or contact?
2. Most construction materials containing chemicals fall into the following groups or categories:
 - Adhesives.
 - Admixtures.
 - Cleaners for brickwork and stone.
 - Decorative/protective treatments for metals.
 - Decorative/protective treatment for timber products.
 - Floor treatments/finishes.
 - Formwork and mould treatments.
 - Fumigants.
 - Grouts.
 - Insulants.
 - Sealants.
 - Solvents.
 - Weedkillers.
3. If you have any materials on site which fall into any of the above categories, HAVE YOU:
 - a) IDENTIFIED them
 - b) NOTED the information on the label or the manufacturers instructions and checked against the “MSDS or the COSHH Assessment” for particular instructions relating to:
 - i) storage?
 - ii) application?
 - iii) disposal of waste material and empty containers?
 - iv) hazards?
 - v) special precautions?
 - vi) first-aid requirements?
4. Has the necessary information been passed to all those who will be using hazardous materials.
 - a) Do they understand the information?



TOOLBOX TALKS



- b) Are they complying with instructions?
 - c) Are all containers correctly labeled?
 - 5. Is the storeman aware of the requirements for safe storage and handling of these materials?
 - a) Are the requirements being observed?
 - 6. Is the necessary protective clothing and/or equipment made available for all those who might be at risk from hazardous materials?
 - a) Is it maintained in good order?
 - b) Is it being used properly?
 - 7. Are the first-aid provisions on site appropriate to meet the requirements of 3 (b) (iv)?
 - a) Are the welfare facilities adequate?
 - 8. If decanting or mixing chemicals on site:-
 - a) are the temporary containers suitable?
 - b) are they correctly labeled?
 - 9. Are proper disposal procedures for:-
 - a) waste materials, and
 - b) empty containers being observed?
- Are there any flammable materials on site

SAFETY TALK No. 33

CHECK LIST FOR SAFE USE OF CHEMICALS ON SITE

Name: _____ Signed _____

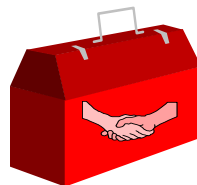
Position _____

If present, Managers signature: Name _____

Signature: _____ Position: _____

Personnel Present:





SAFETY TALK No. 34

SAFETY PROCEDURE ASSOCIATED WITH WORKING ON EXISTING ROADS

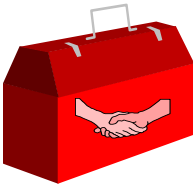
It is your duty to take care of your health and safety and the health and safety of all other persons who may be affected by your acts or omissions.

You must be ALERT at all times and keep a sharp look out, not only for vehicles and plant movements, but also for vehicles which have entered the site in error.

1. All operatives will wear high visibility clothing at all times.
2. All vehicles will display appropriate “Motorway Contractors” or “Motorway Maintenance” notice at rear of vehicles.
3. All vehicles must be fitted with Amber flashing beacons on roof or top of vehicles and these will be switched on whilst entering/leaving the works area.
4. You must obey the instructions of your supervisor.
5. You must not take part in, or encourage “horse-play” of any kind.
6. You must not enter the part of the Motorway open to traffic. It is an offence to do so and you could be prosecuted. You may only enter or exit the site at the designated points. (see also site instruction No. 11).
7. You must not move cones or signs unless it is absolutely essential and you are authorised to do so – always replace them in original position afterwards.
8. Children and Pets are not allowed on the site under any circumstances.
9. You must never attempt to assist at any accident on the Motorway, unless the Police ask for your help. The Police will organize the rescue and Emergency Service. Unless you follow Police instructions, you could become a casualty yourself.
10. When buffer lanes are in use they must be kept clear at all times. Entry is not permitted for vehicles or personnel. In the event of an accident the buffer lane is used as access for emergency vehicles.
11. When driving on site keep a sharp look-out for any other operations, e.g. excavating, piling, concreting. Slow down when approaching people working and make sure that they are aware of your presence.
12. You must only enter and leave site at the authorised points you must not enter or leave the site by any other route. Observe site speed limits.
13. Take particular care when entering and leaving site where traffic leaves or merges with Motorway traffic.
14. Good housekeeping is essential on site. All rubbish and surplus materials should be removed as soon as possible.



TOOLBOX TALKS



SAFETY TALK No. 34

SAFETY PROCEDURE ASSOCIATED WITH WORKING ON EXISTING ROADS

Name: _____ Signed _____

Position _____

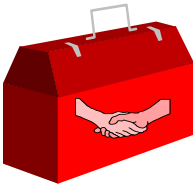
If present, Managers signature: Name _____

Signature: _____ Position: _____

Personnel Present:



TOOLBOX TALKS



SAFETY TALK No. 35

PROTECT YOUR HEARING

As the last line of defense to hearing protection the wearing of protective equipment is advisable. Fundamentally, this equipment comes in two different designs;

- (i) Ear Plugs
- (ii) Ear Muffs/Defenders

Both forms of defense are advisable when working with powered machinery, plant and tools, especially pneumatic tools.

Protect Your Hearing if in doubt

SAFETY TALK No. 35

PROTECT YOUR HEARING

Name: _____ Signed _____

Position _____

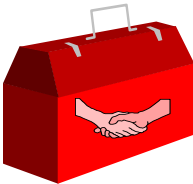
If present, Managers signature: Name _____

Signature: _____ Position: _____

Personnel Present:



TOOLBOX TALKS



SAFETY TALK No. 36

EQUIPMENT REFUELLING

When refuelling plant and equipment ensure the following is observed:

- (iii) Refuel away from any electrical sources
- (iv) Use only proprietary fuelling equipment,
- (v) Ensure a spill kit is available,
- (vi) Keep a foam fire extinguisher handy,
- (vii) Petrol driven equipment is not to be used unless controlled by a permit.

Both forms of defense are advisable when working with powered machinery, plant and tools, especially pneumatic tools.

Protect Your Hearing if in doubt

SAFETY TALK No. 36

EQUIPMENT REFUELLING

Name: _____ Signed _____

Position _____

If present, Managers signature: Name _____

Signature: _____ Position: _____

Personnel Present:

