



Tool Box Talks

Quay Street, Dundalk - Apartments
Quay Street
Dundalk

ToolBox Talks - Scaffolding

There are many different types of scaffolding in use today.

All scaffolds have the same basic rules:-

- Ensure a handover certificate has been recieved and/or that the scaffold has been inspected recently ie. within the last 7 days, or following extreme weather conditions by a competent person.
- Check that the platform is fully boarded out.
- Check that all necessary guard-rails are fitted.
- Check that all toe boards are fitted and in position.
- Check that the ladder provides suitable access and is tied to the scaffold.
- Check that the scaffold has been erected on a sound base and that base plates and sole boards have been used.
- Never use a scaffold if you think it is unsafe. Check with your supervisor.
- If you find that a scaffold is unsafe report the faults to your supervisor so he can have them put right.
- Do not overload platforms with materials and keep platforms clear of debris.
- Alterations to scaffolds must only be carried out by persons who are competent to do so.
- At the end of the day remove access ladders or board them out to prevent children from playing on them.

**REMEMBER - SCAFFOLDS PROVIDE YOU WITH A SAFE WORKING PLATFORM.
DO NOT ABUSE THEM**

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ToolBox Talks - Working near Underground Cables

Damage to underground electric cables is a frequent occurrence which can result in fatal or serious injuries. In addition, the interruption to supplies may have both damaging and expensive consequences.

Before commencing any excavation, check with your supervisor that enquiries have been made to see if any cables are in the area (electric, telephone, television, etc.). If so remember that the location shown on a plan may not necessarily be accurate.

You should, for your own safety, always follow the rules given below: -

- Ask for a cable locating device, in good working order, to be available to locate all underground cables in the working area. You must be trained to use the device.
- Hand dig trial holes carefully wherever possible along any indicated line and look for marker tapes or tiles above the cable.
- Continue to use the cable detector.
- Finally, establish cable location.
- Assume all cables are 'live', unless told by your supervisor.
- Once exposed, protect all cables from damage, supporting effectively where necessary.
- In the event of accidental damage, even if only apparently superficial damage, all persons should be kept clear until the utility company has made an examination.
- When backfilling, make sure you have been instructed as to the utility companies requirements.
- Replace marker tapes or tiles in their original positions.
- If you have to use hand held power tools to break up concrete areas or other paved surfaces, avoid over penetration. This is a common source of accidents when cables are buried underneath.

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ToolBox Talks - Working Near Buried Gas Mains

Care needs to be taken when working near gas mains.

Your supervisor should have checked with the Gas Board to determine where the services should approximately run on the site.

The following points should be followed when excavating near a gas main: -

- Remember that gas mains have a flammable and explosive content.
- Before digging, check the gas suppliers plans.
- Dig carefully by hand.
- Establish the location of the pipes.
- Work with care and do not create a situation where joints may be strained.
- If the pipe has to be supported, ask to be briefed on the gas supplier's requirements before starting work.
- At the slightest hint of gas escape, leave the excavation and prevent anyone going near it. No lights must be allowed. Have the gas supplier's Emergency Service called at once.
- Never use a gas main as a hand or foot hold.
- Do not drop tools or other weights onto mains, as many old mains are of cast iron and may crack if they are in poor condition.
- Modern, smaller diameter house mains are often plastic - do not confuse them with electric cables.
- Gas suppliers have precise specifications in relation to back-filling round mains. Make sure you have been properly instructed in this respect.

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ToolBox Talks - Working Near Water Mains

People do not associate dangers with water, as they do with gas and electricity services.

Remember water at high pressure can cause a fatality and, if working in an excavation, a burst could fill the excavation quickly.

If the line of a main has been properly established by trial holes, stopcock locations, etc. and you have to carry out excavations in the vicinity, you should: -

- Have been made aware of any supporting of the main, which is necessary and briefed on how to carry it out.
- Work adjacent to and around the pipe with care, using hand tools only.
- Not leave a length of pipe unsupported that is more than the supported span specified, even temporarily.
- Not confuse smaller plastic pipes with plastic sheathed electric cables.
- Follow the Utility Company's backfilling specification with care.
- If the main is accidentally damaged in any way, however superficially, have the Water Board called at once and explain what has happened.
- Ladder access should be provided in the excavation.

REMEMBER - WATER CAN CAUSE FATALITIES.

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ToolBox Talks - Working Near Sewers

The main risk to health will be if you are working in a trench and you break into a foul sewer. You should leave the trench immediately to avoid the possibility of asphyxiation.

Do not return until adequate ventilation has been provided and the area declared safe for work.

Always wear protective clothing if there is a risk of contamination from sewage, and wash your hands before eating, drinking or smoking.

Report any damage to your Supervisor immediately.

If you break a storm water sewer and rain is falling, vacate the excavation as it may flood from the sewer at any time.

WEILS DISEASE

A danger involved in working in or around sewers is Leptospirosis (Weils Disease).

The disease comes from rats' urine.

You will be given a card about Weils Disease by your Supervisor, please read what it has to say.

If you feel unwell, with flu like symptoms, you should take the card with you to doctor and tell him you may have been infected with raw sewage.

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ToolBox Talks - COSHH

Many hazardous substances are used on construction sites. Chemicals are contained in adhesives, admixtures, brick and stone cleaners, decorative/protective treatments for timber and metals, floor treatments/finishes, formwork and mould treatments, fumigants, cements and grouts, insulants, sealants, solvents and weedkillers. Accidents can be prevented if you know what the chemicals are, the hazards they pose, and the precautions to be taken in handling them. If there are any doubts, seek information and instruction from your supervisor. Avoid hazards by following the guidelines listed below: -

1. Your employer has a legal duty to assess the risk involved in working with a hazardous substance, decide what precautions should be taken to deal with the risk and to instruct you on how to deal with the matter. Make sure you have this instruction before you work with any hazardous substance, get the COSHH assessment.
2. Always read the label on the container and make sure you understand the information. If there is no label, do not use the contents. Do not assume that because two containers look the same, they contain the same material. Chemicals in construction may be: explosive, flammable, poisonous, irritant or corrosive and may have more than one of these hazards. Check for danger symbols on the label before opening the container.
3. When opening containers, hold a rag over the cap as some volatile liquids tend to spurt up when the cap is released.
4. Always check that you are wearing the correct protection before handling chemicals. Gloves, eye protection, protective clothing, rubber boots or respirators may be required. All these must be kept in good order.
5. Some chemicals become unstable when old, and explosions can result if these are mishandled. Check the condition of all containers for indications of leakage or age.
6. All flammable liquids give off vapours, which can be easily ignited by flames, sparks or just heat alone. Never smoke if there are flammable chemicals in the area and know what action to take in the case of fire.
7. All chemicals should be regarded as toxic. Poisoning can occur if by accidentally swallowed, or when eating, drinking or smoking with contaminated hands. Always wash hands after handling chemicals, and do not eat, drink or smoke in the same area as the chemicals.
8. Some chemicals can be absorbed through the skin and cause a wide range of diseases. Always use the right protective equipment and clothing and apply barrier creams if solvents are being handled.
9. Some chemicals are poisonous if inhaled. Provide good ventilation, or work in the open air. Leave the area immediately if you feel dizzy or unwell. Report to your Supervisor.
10. Corrosive chemicals, like acids and alkalis, destroy tissue, the skin and the eyes are particularly vulnerable, even to fumes. Always wear PPE when handling these chemicals.
11. Use the smallest quantity of chemical that is necessary for the job. Don't mix or decant them. If the skin is splashed with a chemical, it should be washed off immediately with clean running water. If you are burned or feel unwell after using a chemical, tell your Supervisor and seek medical attention without delay.
12. If there is a spillage of chemicals, report the matter at once to your Supervisor.

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ToolBox Talks - Demolition

Demolition operations can be very hazardous, both to yourselves and to members of the public. It can also be very annoying to adjoining owners. By your actions you can prevent accidents and improve the image of your company. The following points must apply: -

PERSONAL PROTECTION

To protect yourself you need: -

- Helmet at all times,
- Strong boots with ankle support,
- Gloves to prevent cuts and
- Goggles to save your eyes.
- Respirators/dust masks are also required in dusty conditions.

PROTECTION FROM FALLS

A safe place of work is required, use: -

- Protected areas of the structure, for example floors.
- Correctly erected scaffold platforms or towers and hydraulic or crane handled work baskets.
- Where it is not practical to provide full protection safety harnesses may be used.
- All work places must have a safe means of access. Working from a wall is not permitted.

PROTECTION FROM FALLING MATERIALS

Make sure you follow the agreed method of demolition so that -

- Walls and floors are not demolished adjacent to other workers - tape the area off
- Chute openings are well protected.
- Accessways are clear of demolition operations or are covered.
- Floors are not overloaded with material to the point of collapse.
- Debris netting or similar to be used where persons are required to pass/work close by

FIRE PRECAUTIONS

Generally burning of rubbish on site is not permitted - check first.

When cutting steel, secure gas bottles, use flash back arrestor equipment, store spare bottles in compound, take care of hoses and provide means of putting out fires. Check that there are no residual flammable substances from previous processes.

PROTECT THE PUBLIC

Keep footpaths and roads clear of debris, mud, etc., if hoarding panels are removed, stack them inside the site, replace damaged protective sheeting, damp down to reduce dust and keep noise to a minimum.

MACHINERY

A banksman must be provided where machines are used adjacent to other workers or when lorries are leaving or entering site.

GENERAL

Ensure when necessary that all live services have been terminated.

If you discover materials, substances, pipes or cables during your work, which you are unsure of, bring them to your Supervisors attention.

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ToolBox Talks - Asbestos

Asbestos has been widely used in the construction industry in the past within building materials and sprayed coatings. The use of asbestos for these purposes is now prohibited.

The present difficulties with asbestos are the location and recognition of the material especially during maintenance and refurbishment.

Past uses include:

- Boilers, plant and pipe work
- Fire protection to steel work
- Thermal and acoustic insulation of buildings
- Fire protection to doors
- Cladding on walls and ceilings
- Partitioning
- Ceiling tiles
- Corrugated roof sheets)
- Flat sheets for cladding and partitions)Asbestos Cement
- Roof and land drainage goods)

Actions when a material suspected of being asbestos is discovered:

- Stop work
- Inform your supervisor
- The area must be cordoned off and work must not recommence until:
 - a. Test says substance is not asbestos
 - b. A clean air certificate is issued after removal
- Erect suitable signs warning of the possible hazard
- Never remove and dispose of asbestos – use a licensed contractor

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ToolBox Talks - Working Near Overhead Lines

Accidental contact with live overhead power lines causes many serious injuries and fatalities. These accidents are of particular concern to cranes and excavators, but tipping wagons, scaffold tubes and metal ladders have all been in contact with overhead cables, with fatal results.

While your employer must provide a safe place of work - by having power lines re-routed, switched off or protected by 'goal posts' and barriers - you have a part to play as well.

If you have to work near overhead power lines, observe the following rules: -

- Treat all overhead lines as 'live' unless you have been specifically instructed otherwise.
- Do not assume they are only telephone wires.
- Get to know any maximum clearance requirements specified by the Electricity Board.
- Ensure that Goal Post Barriers and warning signs are erected if traffic is required to pass under power cables
- Do not try to bypass 'goal posts' or barriers or other warnings.
- If you are a banksman, always keep the overhead lines in view when giving directions. Only direct plant under power lines where 'goal posts' are provided.
- If scaffolding is being erected adjacent to power lines, make sure that poles are handled a safe distance away.
- Never stack materials or tip under overhead lines. This could reduce the safe clearance and, in wet weather, result in a 'flash over' to earth. Equally, a tipper body may come dangerously near to the wires - or accidentally touch them - with disastrous results.
- If work has to be carried out under overhead wires, the Electricity Board or your employer will lay down special precautions. Make sure you have been instructed as to what they are.

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ToolBox Talks - Portable Electric Tools

Before using an electric tool, make sure that the casing is undamaged. If it is damaged, do not use the tool.

Visually check all cables, plugs or connectors for signs of damage.

Use tools only of the correct power supply as instructed on the makers label. It is recommended that that tools of lowest voltage are used, this is usually 110 volt.

Make sure that the power cable is long enough to reach your working place without straining it.

Keep power cables off the floor where possible especially on stairways and access routes.

Portable electric tools should only be used for their designed purpose.

Never connect a portable electric tool to a lighting socket.

Never use worn, blunt or damaged bits or other accessories.

Disconnect tools when not in use.

Electric power tools should be regularly inspected and must be maintained by a competent electrician.

**REMEMBER
REPORT ALL DEFECTS IMMEDIATELY.**

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ToolBox Talks - PPE (Protective Clothing)

Many accidents occur because people on site do not pay sufficient attention to their own health and safety.

You can do a great deal to protect yourself simply by knowing what is available, wearing the correct clothing and using the protective equipment appropriate to your job.

Your employer is obliged by law to provide to you, without charge, the following items of personal protection, when circumstances demand their use:

- Suitable protective clothing for persons working out of doors in rain, snow, sleet or hail.
- Suitable protective clothing for persons working with materials such as asbestos or asbestos-based materials, lead, cement or concrete.
Check your COSHH assessments?
- Eye protectors or shields where work activities/processes being carried out are likely to cause eye injuries.
- Respirators or breathing apparatus as protection against dust or fumes or lack of oxygen. Have you got a copy of the COSHH assessment for the substances you use?
- Check COSHH assessments for any specific PPE requirements, when using or handling hazardous materials.
- Safety nets, harnesses, lines, etc. to prevent falls where it is not practicable to provide working platforms.
- Ear protectors where it is not practicable to reduce noise below an exposure level of 85 decibels (85 dB(A)).
- Safety Helmets.
- Steel toe capped footwear is now recommended on building/construction sites and for some jobs it is mandatory.
- You are required by law to co-operate and wear such clothing and equipment where the circumstances demand it.

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ToolBox Talks - PPE (Head Protection)

The head is particularly vulnerable to injury. Accidents to the head are often fatal, or involve very serious injuries, such as brain damage or a fractured skull.

Over the years it has been proved beyond doubt that many deaths and head injuries could have been prevented, or their severity reduced, by wearing safety helmets.

Under the Construction Head Protection Regulations 1989 all persons on building and construction sites with the exception of turban wearing Sikhs must wear hard hats, when an assessment has established that there is a risk of injury to their heads from falling objects / materials.

When wearing a hard hat always check the following points:-

- Adjust the headband to suit your head size.
- Check that the outer shell and harness is in good condition, without indentation or cracks.
- Never paint the shell as some paints weaken the plastics used.
- Use a chin strap where necessary to avoid the possibility of the safety helmet falling off. This applies particularly to steel erectors.
- Do not punch holes into the shell for attaching unauthorised equipment or for ventilation.
- Attachments for ear defenders or eye protection are available and should only be used in accordance with the manufacturer's instructions.
- Replace any helmet if it sustains a heavy impact, as the shell may be weakened.
- Helmets must be in good condition and replaced according to the manufacturer's guidelines. This is usually every two years.

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ToolBox Talks - PPE (Foot Protection)

Two main causes of foot injuries are:-

1. Treading on sharp objects, such as nails, which pierce the soles of their foot.
2. Objects dropping causing crush injuries.

Both types of injury can be minimised by the use of proper safety footwear.

Under the Personal Protective Equipment at Work Regulations 1992, your employer must provide you with protective footwear, where you are exposed to the risk of foot injury. Self-employed and agency personnel are responsible for providing their own safety footwear.

Safety boots, shoes and trainers are available which have steel toe caps. Some also have spring steel plates in their soles. Safety footwear of this type, made of leather or rubber, should always be worn on construction sites.

Totally unsuitable footwear, such as trainers, or sandals, which offer no protection, are not permitted on construction sites.

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ToolBox Talks - PPE (Hand Protection)

Hands and fingers are injured more often than other parts of the body. This is because of two reasons:-

1. Hands and fingers are required for most work.
2. Hands and fingers are vulnerable to crush and cut type injuries as well as exposure to harmful materials used at work.

Injuries to hands and fingers can be caused by one or more of the following:-

- Severed fingers or hands due to rotating machines such as saws, cutting wheels. Ensure guards are in place and operating. Use push sticks on saw benches.
- Crush injuries due to incorrect use of tools such as hammers. Contact with in-running nip points on machinery. Tools and equipment must be maintained. Defective equipment such as cold chisels with mushroom shaped ends must be replaced/repared. In-running nip points such as chain and sprocket transmission must be guarded.
- Skin allergies such as dermatitis due to handling harmful materials such as mould oil. Avoid skin contact. Wear suitable gloves if necessary. Wash and dry hands to remove any substance from the skin.

REMEMBER: YOUR HANDS EARN YOUR WAGES - TAKE CARE OF THEM.

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ToolBox Talks - PPE (Eye Protection)

Eye protection must be worn by you where there is a risk of injury to the eyes.

Examples of work activities requiring eye protection are as follows: -

1. Cutting bricks or block with anything other than a trowel i.e. when using bolster hammer and cold chisel or cutting-off wheel.
2. The use of a cartridge fixing tool.
3. The use of an abrasive wheel.
4. Striking of masonry nails.
5. The use of compressed air to blow swarf, dust or dirt from an area formwork would come into this category).
6. Drilling, cutting or breaking metal or concrete.
7. Welding or cutting steelwork.
8. Handling, spraying or brushing any substance which, if splashed into the eyes, will cause serious injuries.

In your own interest, make sure you wear protective goggles or glasses when instructed to do so.

The eye protection that is provided must be suitable for you and must be replaced immediately if lost or damaged. You must take care of the eye protectors given to you.

REMEMBER YOU ARE ON YOUR LAST PAIR OF EYES!

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ToolBox Talks - PPE (Hearing Protection)

Excessive noise emitted from plant, processes and tools can cause, over a period of time, progressive and irreversible loss of hearing. It can cause a ringing or rushing noise in the ears that will not disappear.

Hearing loss can also make communication difficult which, in turn, may lead to accidents through instructions either not being heard or being misheard.

Remember, deafness caused by excessive noise at work develops very gradually, but cannot be cured once the damage has been done.

So-called "getting used to noise" can mean that there is already some hearing loss.

Take proper precautions to protect your hearing. Before working with noisy plant or in a noisy environment, remember the following: -

1. If it is necessary to shout to be heard by someone about 2 metres away, it is likely that there is a noise problem requiring action.
2. Where noise levels are shown to be excessive, personal ear protection must be worn at all times.
3. Whether ear plugs or ear protectors are used, they must fit perfectly and be treated carefully.
4. Ear protectors should be regularly inspected to make sure they are undamaged.
5. Earplugs must be fitted correctly and inserted in the ear with clean hands.
6. Hearing protection must be worn in all areas where hearing protection warning signs are displayed.

REMEMBER YOU DON'T GET USED TO NOISE

YOU JUST GO DEAF.

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ToolBox Talks - Mobile Plant, Cranes & Lifting Machines

Never attempt to operate mobile plant, a crane, excavator, dragline, forklift or other type of lifting machine unless you possess a "Certificate of Training Achievement"

Ensure that weekly maintenance checks are carried out on the machine and the results recorded.

Walk around the machine before starting it, to check for defects and obstructions. Report any defects to your supervisor.

Carry out daily checks on the machine i.e. brakes, oil, tyres, etc.

Make sure that you know the Safe Working Load of the machine and the weight of any load you are required to lift. Try the load by lifting it slightly and halting, to see if the machine can take the load. Never leave the cab whilst the load is suspended.

Make sure that the duties for the machine's operator and the manufacturer's operating manual is with the machine.

Only persons trained in slinging practice and signalling systems may act as a slinger or a banksman.

Never stand under a load whilst it is suspended.

Check for potential hazards e.g. overhead cables, other employees, etc.

Wear seat belts if provided.

Never carry passengers in the cab, unless seating is provided.

Keep to the speed limits.

Never allow persons to ride in any unauthorised position on the machine.

Never leave the machine unattended with load suspended / raised.

Never travel with booms, blades raised.

At the end of the day park on firm level ground, remove the ignition key, lock the cab. windows and any covers.

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ToolBox Talks - First Aid Requirements

Your employer is required to provide proper first aid equipment to enable first aid to be given to any employees who are injured or become ill at work.

You must be fully informed of such arrangements. Check on the notice boards for this information and advise that the information is given to you on your site induction.

FIRST AIDERS

There are two types of first aider: a fully trained first aider or an appointed person.

The number and type of first aiders is dependent on the following:

- size of the project
- what hazards are present
- number of people employed
- type of work being carried out
- are employees working in scattered or isolated locations
- are there special or unusual hazards
- is there going to be shift work

Trained first aiders should hold a current first aid certificate issued by an organisation whose training and qualifications are approved by the Health and Safety Executive.

An Appointed Person is to take charge of any situation (e.g. call an ambulance) if a serious injury or major illness occurs, and is also required to be responsible for first aid equipment. Emergency first aid training should be given to Appointed Persons.

FIRST AID EQUIPMENT

First aid boxes provided should be:

- easily accessible
- in a centralised position if site is large
- clearly marked
- checked and replenished as required

KNOW :
WHO YOUR FIRST AIDER IS!
WHERE THE FIRST AID BOX IS LOCATED!

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ToolBox Talks - Working In a Confined Space

Every year there are a number of fatal and serious accidents caused by persons being allowed to enter live sewers, manholes, bored piles, trenches, tanks and so on without the necessary tests being carried out or the correct safety rescue equipment being provided.

Many of these accidents would have been avoided if supervising staff and operatives had been properly trained and the work carried out on a Permit-to-Work system.

People engaged on such operations must be physically and mentally suitable and properly trained for the job.

The following checklist is a reminder:-

1. Dangerous atmospheres can arise when there is a lack of oxygen or when toxic or flammable gases are present.
2. In no circumstances should you enter a confined space (trench, manhole, tank, bored pile, foul sewer) without instructions from the supervisor.
3. Equipment for testing the atmosphere before you enter and at regular intervals must be provided and used by a competent person. You must not enter the confined space until he is satisfied that entry is safe. Testing must continue while you are working inside, and you must leave immediately if told to do so.
4. Adequate fresh air ventilation must be provided in certain circumstances.
5. All necessary safety and rescue equipment must be available on site at the actual entry point.
6. Make sure that you have been trained in the use of the safety and rescue equipment by a competent person.
7. Wear the protective clothing provided.
8. Do not eat, drink or smoke within the confined space.
9. Wash your hands at the end of each shift.
10. If you are entering a sewer make sure you are given a Weils Disease information card.
11. When necessary ensure a Buddy system is employed. This may require the use of radios etc.

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ToolBox Talks - Accident Reporting

Each site has an Accident Book for recording all accidents. You will find the book with the site management.

If you are injured at work, you must report the accident to your employer as soon as you can. The accident must be entered in the Accident Book.

The prompt reporting of an accident may well result in saving a life.

Your co-operation is therefore very important. If there is an accident at your workplace, help by: -

1. Making sure that, where necessary, first aid assistance is called immediately
2. Seeing that it is reported without delay to your supervisor.
3. Ensuring, in the case of serious personal injury, that the accident site is left undisturbed until clearance is given by your supervisor.
4. Ensuring that any items, which may assist in the accident investigation (e.g. damaged slings, broken abrasive wheels), are retained and passed to your supervisor.

Minor accidents can lead to death, as one case of treading on a nail did. This case occurred because the person suffered from diabetes and did not report it. By the time he went to hospital, the problem was so serious that they had to amputate his leg. Whilst undergoing the operation he died.

REMEMBER: REPORT ALL ACCIDENTS HOWEVER SMALL!

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ToolBox Talks - Abrasive Wheels

No-one may change the abrasive wheel on any type of grinding machine unless he has the required training and has been appointed in writing by his employer to do so.

Machinery on which abrasive wheels are mounted must have the maximum speed of the spindle clearly marked in r.p.m.

All wheels must be marked with the maximum permissible speed in r.p.m.

Abrasive wheels must not be operated at speeds in excess of the marked r.p.m.

When the wheel is in motion, the guard must be in position and must enclose the wheel, except for the part that must be exposed for the purpose of carrying out the work.

When using abrasive wheels, eye protection that complies with BSEN 166 This grade of eye protection must be worn by the operative using the wheel and by any persons who must remain in the vicinity where the work is being carried out.

If, during the use of the abrasive wheel, dust is generated, then suitable respiratory protective equipment must be worn.

Hearing protection must be worn by the operator and those in the immediate vicinity.

When Using Cut-Off Saws to cut silca containing materials a water supression system must be used to rduce the exposure to the dust.

Person Leading Discussion			Date		Duration
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ToolBox Talks - Wood Working Machines

Wood working machine cutters can inflict serious injury if the required safety precautions are not adhered to.

Some examples of the type of machine are:

Circular saws	Band saws	Grooving machines
Planing machines	Motorising machines	Tensioning machines
Trenching machines	Automatic lathes	Multi-cutter moulding machines
Boring machines	Vertical spindle moulding machines	

The following precautions should be observed:

- Only trained operatives are to use the machines
- The appropriate personal protective equipment must be available and used
- Are the start/stop controls easily reached and operated?
- Are all the guards in place and secure?
- Is there sufficient space around the machine to carry out the work?
- Is the machine on a level base and secured to prevent movement whilst in operation?
- Has the area got sufficient light available to carry out the work?
- Is the floor kept clear of loose material and debris?

Person Leading Discussion			Date		Duration
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ToolBox Talks - Excavations

Most excavation accidents occur in trenches which have no support at all, because they are in so-called "safe ground", or because work has gone beyond the support provided.

EXCAVATION ACCIDENTS

It is commonly thought that deaths associated with excavation collapses are due to the workers being suffocated because they are completely buried, but this is not entirely true. Many of the deaths and a majority of the injuries involve workers being partially buried. The injuries sustained are usually crushing injuries caused by the sheer weight of the collapsing soil.

The accidents associated with excavations happen for many reasons, some of which are: -

1. Shoring was not installed where required.
2. Employees worked beyond the shoring protection.
3. Excavation walls and shoring were not inspected frequently for signs of movement or deterioration or maintained when necessary
4. Workers re-entered excavations without inspecting the walls or shoring after rainstorms.

There are other contributory reasons for excavation accidents beside soil and shoring failures, such as: -

1. Dirt, sheet piles and construction materials being stored too close to the edge of the excavations causing uncontrolled collapse.
2. Equipment operating too close to the edge of the excavation causing uncontrolled collapse.
3. Improper access, damaged or missing ladder or no ramps causing injuries through personnel falling into excavation.
4. Workers trying to jump over excavations.

Check the following: -

1. The excavation has been assessed to see if it requires to be supported or battered back to a safe angle.
2. Always check that you have ladder access, and it is positioned in the supported area.
3. Never throw tools or materials down to someone in an excavation, use a rope to lower them down.
4. Always wear a safety helmet - even small stones falling from the top can injure you.
5. Drivers of mobile plant must take special care when operating close to the edge of excavations.
6. Excavations more than two metres deep must have edge protection.
7. Materials, equipment and spoil must not be stacked close to the edge of excavations

**REMEMBER A CUBIC METRE OF EARTH WEIGHS OVER 1.5 TONNE.
IF YOU GET IT WRONG
THE CONSEQUENCES COULD BE GRAVE.**

Person Leading Discussion			Date		Duration
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ToolBox Talks - Fire Precautions

Good housekeeping and fire prevention go hand-in-hand, not only on site but in the home and the office as well.

Fires can start anywhere at any time from: -

- Accumulated debris.
- The misuse of compressed gases and highly flammable liquids.
- The ignition of waste material, wood shavings and cellular plastic materials.
- The failure to recognise highly flammable materials and keep heat away from them.

Every individual on site should be aware of the fire risk, and know the precautions to prevent a fire and the action to be taken if fire does break out.

Action points: -

- Check the instructions on the notice board and find where the “muster points” are.
- Always know where fire extinguishers are kept.
- Have you inspected your fire extinguishers lately?
 - Are they fully charged, accessible and ready for use? Or, are they laden with dust obscurely hidden in some corner affording a false sense of security?
 - The fact that fire extinguishers are our first line of defence in the event of a fire should warrant a periodic and thorough inspection.
 - They should be kept clean to attract attention and must be easily accessible to eliminate lost time when needed.
 - You should know the correct type of extinguisher for specific types of fire - refer to the poster on the notice boards.
 - Many fires are caused by sheer carelessness when drying wet clothes. Clothing should not be placed directly on to heaters or left in prolonged contact with heat.
- Rubbish provides a good starting point for fire.
- Keep your work area clean and tidy and do not allow rubbish of any description to accumulate.

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ToolBox Talks - Manual Handling

Almost a quarter of all injuries at work are caused by accidents whilst carrying out a manual handling operation. Most of the injuries are to hands, feet, legs and back. Some of the back injuries result in permanent disability.

Although the Manual Handling Operations Regulations 1992 do not specify what weight a person can lift, it is necessary to consider individual capabilities in relation to the loads being handled.

Take care of yourself by following the guidance notes given below: -

- If mechanical handling equipment is available and you are authorised and trained to use it, do so.
- Wear the right protective equipment for the job.
- Know your physical capabilities and only tackle jobs you can reasonably handle.

Think the job through: -

- Can you handle the load by yourself? Is there a clear, properly lit, walkway to the work or stacking area?
- Is there a safe stacking area?
- Will timber packing be required between the articles when stacked?
- Seek advice on height restrictions for stacks.
- Remember, it is often more dangerous de-stacking than stacking.
- Always check that the weight of the load is known before lifting.

Know the correct way of lifting before attempting a lift:-

- Stand reasonably close to the load, be sure footing is firm and feet are about 300 mm apart.
- Squat down by bending the knees, keeping the back as straight as you can.
- Place hands where they will not slip, and grip firmly.
- Breathe in before lifting - inflating the lungs helps support the spine.
- Straighten up with the legs, keeping the back as straight as you can.
- Hold the load firmly and close to the body.
- Ensure your view is not impeded by the load whilst working with it.
- Lift slowly and smoothly. Avoid jerking motions.

When two or more persons lift a load, one of the team must be nominated to give instruction to ensure that each person lifts an equal share and that the team works together.

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ToolBox Talks - Flammable Liquids

Many of the materials, liquids and substances, which we use on sites, are highly flammable, E.g. solvents, petrol, cellulose based paints and thinners, etc.

These types of materials must be kept in secure containers. Containers used for petrol should be clearly marked: -

“PETROLEUM SPIRIT - HIGHLY FLAMMABLE”.

Any empty containers should be marked: - “EMPTY” and stored apart from the full containers.

Small containers carrying highly flammable liquids should be stored in fire resistant cabinets or bins.

Gas Cylinders on site: -

- Gas cylinders should be stored in the open air, out of direct sunlight and away from any sources of ignition.
- The cylinders should be stored in the upright position at all times.
- Signs marked “HIGHLY FLAMMABLE - LPG” should be displayed.
- Any empty cylinders should be marked “EMPTY” and stored apart from the full cylinders.
- A sufficient number of dry powder extinguishers should be placed around the storage area.
- Where the cylinder cannot be stored in the open air, they should be kept in a storeroom which is constructed of non-combustible materials and is adequately ventilated.
- This storeroom should not be used for any purpose other than for the storage of LPG Gas or acetylene cylinders.
- Smoking is NOT permitted in storage areas where flammable liquids and materials are kept.
- Flammable or explosive liquids must not be discharged into drains.

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ToolBox Talks - Working on Roofs

Working on roofs carries a high risk of accidents unless proper procedures are followed and precautions taken. Before working on any type of roof you should know the rules set out below and follow them: -

- For work on a roof at a height from which men or materials can fall, guardrails and toe boards must be provided along the roof edge.
- For work on a sloping roof with a pitch of more than 30 degrees (or less than 30 degrees, if it is slippery) crawling ladders or crawling boards must be provided and used.
- There may be circumstances where the use of a safety harness is the only safe way of working. Management will make such a decision, and you must use the safety harness in the conditions specified.
- All openings in roofs must be securely covered or suitably guarded by guard-rails and toe boards. Any cover provided should either be securely fixed in position or clearly marked to indicate its purpose, for example: "Do not remove cover - hole below". Every year accidents occur when someone lifts a board and then walks down the hole it was covering.
- Access provided to the roof must be checked before use to see that it is safe and sufficient.
- Beware of fragile roofs.
- If in doubt see your supervisor.

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ToolBox Talks - Working Safely with Electricity

There is a very tragic way to learn about the dangers of misusing electrical tools and equipment - it is called electrocution.

Electricity is so much part of our modern way of life, pushing in a plug is second nature. All items of electrical equipment are produced to strict safety standards, so to all intents and purposes, used correctly, they ARE safe. Why then do so many people suffer shocks? Everyone knows electricity can and does KILL and still people continue to take stupid risks with it - OR they take it for granted where safety is concerned - this can lead to shock, burns, serious injury or even a horrible death!

The dangers are particularly increased at work - where electrical equipment is used in adverse conditions, on site in wet or damp areas for instance, or where voltages are necessarily more lethal.

Follow these simple safety rules in your working situation - and if in doubt about the safety of any electrical equipment - report it. Get an electrician or the proper maintenance people for the job IMMEDIATELY! Do not let a live tool take a life - yours, or anyone else's.

Always check for defective plugs, cables and sockets before using any electrical equipment!

Be sure that cables are long enough to reach your working place without straining or pulling!

Have all the EMERGENCY STOP switches on all machinery tested regularly!

Installation of all electrical wiring requires the attention of a qualified contractor!

Joined lengths of cable should always be attached by the proper connectors and NEVER with insulating tape!

Do not ever attempt repairs yourself. These must be made by competent electrical staff only.

**IF IN DOUBT
SWITCH IT OUT,
ELECTRICITY KILLS, NEVER FORGET IT!**

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ToolBox Talks - Safety Signs and Signals

There are four types of safety sign, each of which has a basic colour:

RED, YELLOW, BLUE or GREEN

RED – Prohibition Signs

Ban certain actions. They have a white background with a red circular band and crossbar

E.g. No Unauthorised Entry

YELLOW – Warning Signs

Have a black band on the edge of a triangle with a yellow background, the symbol and text are in black

E.g. Caution, Risk of Electric Shock

BLUE – Mandatory Signs

Give instructions. They have a blue background, with the symbol and text in white.

E.g. Head Protection must be worn

GREEN – Safe Condition Signs

Are square or rectangular in shape, with a green background and the symbol/text is in white

E.g. First Aid or directional signs

GET TO KNOW THESE SIGNS AND UNDERSTAND WHAT THEY MEAN!

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ToolBox Talks - Permits to Work

A Permit-to-Work system is part of a safe system of work. It requires written permission before a particular job can commence. A written Permit

-to-Work system is essentially a document, which identifies the plant to be worked on or area to be worked in, and details the precautions to be taken before work can commence.

It highlights the safe procedure and is a clear record of the hazards that have been anticipated and the precautions to be taken to avoid them.

An essential part of a Permit-to-Work system is the formal recording by those in charge that the precautions have been taken and it is safe for the work to proceed. Frequent checks should be made to ensure that the required safety measures are being closely adhered to.

Permits-to-Work will be used in a considerable range of circumstances:

- entry/working in confined spaces,
- use of highly flammable materials
- dealing with any live electrical circuits.
- working with heat producing materials/equipment (Hot Works)

If you are ever involved in a Permit-to-Work system, make sure the requirements of the Permit are clear and strictly followed.

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ToolBox Talks - Ladders

Work may only be carried out from a ladder when the job is of short duration and can be done safely.

Remember these points when using ladders:

- Never over-reach at the working position.
- Before using a ladder, inspect it to see that it is not damaged.
- Check for splits or cracks in the stiles and rungs.
- See that none of the rungs are missing or loose. It should not be painted as paint can hide damaged parts.
- Never attempt to repair damaged ladders.
- Ladders should be set on a firm base, at an angle which is not too steep and not too flat. Rule of thumb 1 out for every 4 up.
- If the ladder cannot be tied at the top, it must be fixed at the bottom or a second person must foot the ladder before it is used.
- When ladders are finished with, either board them up or remove them to stop children playing on them.
- Don't use ladders for run ups.
- Don't drop ladders.
- Ensure your footwear is free from excessive mud or grease before you climb the ladder.

REMEMBER - THE VAST MAJORITY OF LADDER ACCIDENTS OCCUR BECAUSE THE LADDER IS NOT FIRMLY SECURED.

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ToolBox Talks - Mobile Elevated Work Platforms

The term Mobile Elevating Work Platform (MEWP) covers pedestrian controlled self propelled and power operated mobile elevating work and access platforms. It is designed to provide a temporary-working platform, which can be easily moved from one location to another. It is particularly suitable for short duration work where the use of a ladder would be unsafe and the erection of scaffolding would be time consuming and impractical.

The main hazards associated with the use of Mewps include:

- collision with another vehicle
- parts of the machine encroaching onto a traffic lane
- proximity of overhead cables
- falls of persons or materials
- persons being caught or trapped in moving parts or “nip” points
- overturning
- incorrect use

When using an MEWP it is important that you adopt the following precautions:-

- Ensure that you have seen the manufacturers records regarding inspection, maintenance and servicing.
- Ensure regular inspection, maintenance and servicing is carried out to the manufacturer’s recommendations.
- Check that all the relevant test certificates and duty charts are provided with the machine and familiarise yourself with the manufacturers operating manual.
- Ensure that before you operate the machine you are trained; this is normally carried out by the supplier.
- Ensure the safe working load (SWL), the safe wind speed and safe gradient are displayed on the machine.
- Ensure the ground is level, firm and the machine is not over any drain, basement, etc. Where rough terrain equipment is used, the manufacturer’s requirements on ground conditions must be followed.
- Ensure you fully display the outriggers/stabilisers.
- Never travel with the platform occupied or boom extended, unless specified by the manufacturers.
- Ensure when you are working adjacent to roadways, railways or other operations/obstructions that you erect barriers, cones, lights, etc.
- Ensure if working adjacent to overhead power lines that you follow the permit to work provided.
- Ensure that you wear a safety harness and it is attached to the platform.
- Ensure you wear other protective clothing i.e. safety helmets, safety shoes, etc.
- Check that all moving parts are properly guarded.
- Only use the platform and boom for the work for which it was intended.
- When not in use, machines should be at ground level and immobilised.

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ToolBox Talks - Reversing Vehicles

A recent H.S.E. report shows that 25% of plant and vehicle related accidents involved reversing vehicles, so clearly this is one of the greatest risks that you are exposed to on or near a construction site.

The following safety measures should be considered:

- Pedestrians, where possible, should be kept separate from moving vehicles and plant.
- You must stay alert at all times, using all your senses. Keep a lookout and listen for vehicles that are moving. Reversing vehicles should be fitted with both audible and visible warning alarms.
- Never cross at the rear of a reversing vehicle, as the driver may not have seen you and will not be expecting you to be there.
- Systems must be in place to reduce the amount of reversing vehicles, such as one way traffic, drivers given instructions as they arrive on site and told where to deliver and who is the "Banksman".
- Only reverse vehicles if you are competent to do so
- If you are not a Banksman do not give signals to a driver, unless in an emergency. The emergency stop signal is done by raising both hands with the palms facing forward (as a policeman would).
- Always wear the high visibility clothing provided.

REMEMBER - STAY ALERT AND BE SEEN

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ToolBox Talks - Housekeeping

Tidiness is one of the foundation stones of safety and good environmental practice. Many accidents are caused through people tripping, slipping and falling over materials and equipment which should not have been left lying around. A great deal of environmental problems could be avoided if materials were disposed of properly instead of being allowed to escape into the surrounding area.

This is an area where you and all your work mates can make a significant contribution to safety and the environment, merely by applying common sense.

Do not leave rubbish lying about - clean up as you go.

Ensure all waste is disposed of in the correct skip/bin.

Do not obstruct gangways, aisles or stairways with tools or materials.

Make sure that spilled oil, grease or liquids are cleaned up from floors and the contaminated clean up material is disposed of in the correct skip/bin.

Gather up all off-cuts of timber, reinforcing bars, and any other material, and dispose of in the correct skip/bin.

When clearing up, make sure the refuse disposal point is in a safe position and all waste containers are clearly marked for their contents.

Position all cables and hoses out of the way. Where possible, suspend them above head height.

Look out for sparks and hot slag falling from welding, cutting and other hot work.

Dispose of oil rags in metal containers.

An accumulation of waste material provides a good starting point for fire. Do not let it happen.

Ensure the waste disposal area is kept tidy and containers are removed in adequate time to prevent spillage.

Throughout this talk we have seen that proper waste disposal is an integral part of good housekeeping. Not only does this improve site tidiness but it also improves safety and reduces the likelihood of pollution occurring.

A TIDY SITE IS A SAFE AND EFFICIENT SITE.

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ToolBox Talks - Protection of the Public - Children

Each year some twenty children are killed on sites.

If practicable, a 2m high fence should be placed around the site with access via lockable gates and suitable signs should be displayed.

Do not stack materials close to the fence as this would provide easily climbed access over the fence.

Where a fence cannot be erected the following precautions must be taken: -

- All excavations, holes or openings should be filled or securely covered immediately after work in them is complete. If left open overnight, then a secure chestnut paling fence must be erected around the hole.
- All vehicles and plant must be locked with keys removed.
- All materials must be stacked in such a way so as to prevent them being easily displaced.
- All electrical supplies should be properly locked off at the end of each shift, all live conductors should be enclosed in a locked box.
- Any chemicals etc. should be kept in a secure enclosure.
- All ladders giving access to elevated areas shall be removed or a board secured against the rung to prevent access.
- Loose ladders should be returned to the compound or secured to prevent them being used.
- Make sure signs are posted around the site warning of the dangers.

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ToolBox Talks - Forklifts

Forklift trucks are very useful for moving materials and goods on site, but they also figure prominently in the yearly accident statistics.

Every year about 20 deaths and 5000 injuries results from accidents with forklift trucks, many of the injuries being serious enough to require hospitalisation.

When using forklift trucks on a construction site the following safety points should be considered: -

- All drivers must be at least 18 years old and possess a current driving licence.
- Proof of operators competence must be seen ie accredited certification.
- Never exceed the safe working load of the vehicle.
- Only the authorised amount of passengers should be carried on the vehicle.
- Weekly maintenance checks are to be carried on the vehicle and recorded in a formal report.
- If visibility is restricted whilst the machine is in operation, use a qualified banksman.
- Keep speed down to suit site conditions.
- Never travel with the load raised.
- Loads onto scaffolding must be placed onto specially constructed scaffold loading bays.

When leaving the forklift unattended the following should be considered:

- The forks should be lowered to the ground with mast tilted forward.
- The engine should be immobilised and handbrake applied.
- The keys should be removed and kept in a secure place and only issued to authorised persons.
- It should not be parked in accessways for either pedestrians or vehicles.
- It should be parked on level ground.

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ToolBox Talks - Safe use of Chains

Select the right chain for the job. If in doubt – ask.

Check all chains before using. Report immediately any chain with deformed, corroded, cracked or cut links.

Make sure that the chain is marked with its safe working loading.

Make sure that the chain is not kinked or twisted.

Immediately after use, return chains to store where they should be properly racked.

Use packing for chain slings when lifting anything with sharp edges.

DO NOT:-

Shorten a chain by knotting it.

Lengthen a chain by joining pieces together.

Lubricate chain slings, nor hoist chains if the lubricant is liable to pick up sand or grit.

Drop chains on hard surfaces.

Leave chains where they can be run over or otherwise ill-treated.

Expose chains to acids or other corrosive substances.

**REMEMBER
A CHAIN IS ONLY AS STRONG AS ITS WEAKEST LINK.**

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ToolBox Talks - Safe use of Slings

Use the right kind of sling for the job.

Do not use fibre rope or wire slings for hot loads.

Check the safe workings load marked on the sling.

Check the safe working load against the load to be lifted.

See that the sling is in good condition – splices, rings and thimbles.

See that there are no broken ends in wires.

No chafing on fibre ropes.

Ensure that the chains have been examined.

Do not stand under loads.

Ensure that the sling is properly adjusted on the load.

Safeguard your fellow workers, use proper signals.

Return the sling to store after use.

Protect wire rope or nylon belt slings from sharp edges.

ALWAYS WORK SAFELY

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ToolBox Talks - Safe use of Shackles

Use the right type of shackle for the job in hand.

Check the safe working load of the shackle before use.

Do not use any shackle which is not marked with the safe working load.

Examine bow and pin for damage or distortion. Destroy if doubtful.

Check bow and pin for excessive wear. Destroy when wear is 1/10th or more of the original diameter.

Make sure pin is free, but not loose, in tapped hole.

Threads should be undamaged and without flats or appreciable wear.

Check alignment of holes. The untapped hole should not be too large or worn.

When using a shackle with "nut and bolt" pin, the pin should be free to rotate when nut is tight.

Sound shackles should have a clear ring. To test, suspend and tap lightly with a hammer.

To prevent pins unscrewing, secure with a split pin, if possible. Alternatively, mouse with spun yarn.

Do not use a shackle where the pin can unscrew by "rolling" under the load.

NEVER USE HOME - MADE SHACKLES

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ToolBox Talks - Working with Compressed Air Tools

See that the hose is clear of dirt or moisture before starting work.

Ensure that tools are regularly maintained and matching connections are used.

See that, where applicable, the proper protective guard is correctly fitted before use.

Always use attachments which are correct for the speed of the tool.

When using paving breakers, clay spades etc. always check your hose connection before starting work.

Wear protective footwear when using paving breakers and stand with feet apart.

Operators of air cutting, drilling or impact breaking tools must wear eye protectors and are advised to use ear protectors also.

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.

The air tool control lever should be released before moving the tool to another piece of work.

The changing of points (jack hammer) should be undertaken with the tool in a horizontal position. Do not use blunt points.

Ensure that points (jack hammer) are securely seated before operating tool.

In 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.

Report all defects immediately.

Keep away all persons not directly involved in the activity, particularly children and the general public.

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ToolBox Talks - Cartridge Hammers or Rivet Guns

Only to be used by trained persons issued with a certificate.

READ MAKER'S INSTRUCTIONS CAREFULLY BEFORE USING GUN.

Before handling gun make sure it is NOT LOADED.

Load gun with barrel pointing in safe position – away from you.

Never place your hand over the end of the barrel.

Never walk around with a loaded gun – load on site.

Check material into which bolt is to be fired.

Allow at least 3" (75mm) from edges of concrete or brickwork.

Hold gun at right angles to the job when firing.

Wear goggles and ear defenders when using the gun.

In the event of a misfire wait a minute, refire if nothing happens wait a further minute before unloading.

Keep the gun clean and well oiled.

Never leave the gun loaded when not in use.

TREAT CARTRIDGE HAMMERS WITH RESPECT - ALWAYS

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ToolBox Talks - Dumper Trucks

NO PERSON under the age of 18 is permitted to drive a dumper onsite.

Ensure your machine is serviced and properly maintained at all times. Before use, check tyre pressures, brakes, steering, hydraulics etc.

If there are any faults, report them to your supervisor for urgent repair.

ALWAYS drive the machine with due consideration for the safety of other employees

Seat belts MUST be worn at all times.

Keep to the site speed limit and stay on the transport routes wherever possible.

NEVER carry passengers on the dumper unless a purpose built passenger seat is available.

DO NOT remain in the seat, while the skip is being loaded, unless FOPS (Falling Object Protective Structure) is provided

ENSURE that all loads are secure and evenly distributed before moving off.

DO NOT obstruct your forward vision by overloading the skip.

MAKE SURE that the skip safety catch is engaged (where fitted) before moving off, or when the dumper is left unattended.

NEVER leave ignition keys in an unattended dumper.

AVOID harsh acceleration and braking as it can lead to accidents.

ALWAYS use a low gear when going down gradients.

When driving up or down steep inclines, the load should ALWAYS face uphill.

Do not travel across steep banks.

It is advised when tipping into excavations that the wheels should be chocked. Beware of other personnel and plate within your working area.

AVOID uneven ground conditions wherever possible

ALWAYS travel at a steady speed consistent with the site conditions and your load.... DO NOT accelerate, brake or turn violently.

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ToolBox Talks - Stepladders

Work may only be carried out from a stepladder when the job is of short duration and can be done safely.

Always consider these points when using stepladders:

- Can a mobile scaffold tower or a mobile elevated work platform (MEWP) be used instead.
- Never over-reach at the working position, move the stepladder if necessary.
- Before using a ladder, inspect it to see that it is not damaged, checking the stiles, hinges and restraining rope, if applicable.
- Never attempt to repair damaged stepladders.
- Stepladders should be set on a firm level base,
- Ensure steps are fully extended before you go up.
- Don't work more than 2/3 of the way up the stepladder.
- Stepladders should not be painted as paint can hide damaged parts.
- Don't use boards between the treads of a pair of stepladders. Stepladders are not designed for this type of loading.
- Ensure your footwear is free from excessive mud or grease before you climb the stepladder.
- Report all damage immediately.

USE STEPLADDERS SAFELY TO PREVENT FALLS

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ToolBox Talks - Waste Management

The UK construction industry generates over 70 million tonnes of construction and demolition waste each year. It is estimated that 13 million tonnes of this is construction materials thrown away UNUSED.

WHY DO WE NEED WASTE MANAGEMENT?

Avoid Environmental Harm.

- reduction, reuse and re-cycling of waste minimises the environmental impacts of disposal of waste to landfill.

Reduce costs: The true cost of waste is more than just the disposal cost and is made up of

- the original purchase price of the material
- the cost of unloading, handling, storage and transporting the material around site
- the cost of collecting the waste or damaged material, reloading, moving and storing waste on site
- the cost of transporting waste to a tip, the tipping charges and landfill taxes
- the purchase price of replacing damaged and wasted materials.

DO

- ELIMINATE unnecessary wastage by storing materials neatly on flat solid ground to avoid damage and loss.
- REDUCE the amount of waste you create on site.
- Keep materials in their packaging for as long as possible to protect them from damage.
- Keep significant offcuts for use elsewhere.
- REUSE materials until no longer fit for purpose, for example, shuttering, fencing.
Then reuse materials for alternative purposes for example, use old shuttering ply for hoardings.
- RECYCLE materials whenever possible.
- Segregate waste on site into different types.
- Store waste in the appropriate skip or container until removed from site.

DON'T

- DON'T put waste materials into the wrong waste container.
- DON'T open new cans or pallets before the ones in use are completely empty.
- DON'T leave materials unprotected and where they are likely to be damaged by, for example, rain or mud.
- DON'T burn or bury waste – it's illegal
- DON'T mix different types of waste – it prevents recycling

REMEMBER - Reduce - Reuse - Recycle.

Let's get Waste Sorted!

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ToolBox Talks - Hand Arm Vibration

Expose to vibration can result in serious and disabling injury.

If you use vibrating equipment frequently for long periods of time, then this can have a permanent effect on your health.

What are the symptoms:

- Tingling and numbness in the fingers.
- Unable to feel things properly.
- Loss of strength in your hands.
- Fingers going white and becoming red and painful on recovery.
- Tiredness and loss of concentration
- In the long term, damage can occur to nerves, blood vessels, muscles and tendons
- Excessive hand arm vibration can lead to "Vibration White Finger", resulting in damaged blood vessels, circulation problems, pain and possible gangrene

How can you Minimise the effects of Hand Arm Vibration.

- Use alternate work methods or automate the work if you can.
- If available select tools that have vibration absorbing features for your work.
- Always choose suitable equipment for the job. If the equipment is too small or not powerful enough then the job could take longer. Thus increasing your risk.
- When using a vibrating tool, break the job up with other work activities.
- Avoid gripping or forcing tools.
- Wear gloves in cold weather as they will help to maintain blood flow to your fingers.
- Massage and exercise fingers between using equipment.
- Giving up or cutting down on smoking, because smoking reduces blood flow.
- Ensure that you and your manager are aware of the maximum amount of time that you can use a specific tool for, before you reach
 - Exposure Action Value (a time at which there is a requirement to take action to control exposure)
 - Exposure limit Value. (The maximum amount of vibration an employee may be exposed to in one day)
 Risk assessments for each tool that you are using, should include vibration exposure information.
 Exposure is cumulative for all vibrating equipment used throughout the day.
- If you think you are suffering ill effects from vibration, Stop and speak to your supervisor, if necessary seek medical advice.

Preventing exposure may be quite easy. Curing the damage done may be impossible.

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ToolBox Talks - Sun Safety

Too much exposure to the sun can hold severe risks for your skin and health

Sunlight causes the skin to produce a dark pigment called melanin. This is evidence that the skin has been damaged.

In the long term, exposure to the sun speeds up skins ageing, making it drier and more wrinkled.

UV radiation from the sun is a major cause of skin cancers. with cases doubling in the last 20 years.

75,000 people are diagnosed with skin cancer each year and over 2300 dying of the disease.

People working outdoors eg construction workers face a higher risk, as they are more exposed to the damaging ultraviolet rays in sunlight than those working inside.

MOST AT RISK

- People with pale skin, fair hair, freckles or a large number of moles
- People with a history of skin cancer in the family and those with excessive exposure to sunlight ie outdoor workers.
- The risk is less for people with dark hair and brown or black skin, although prolonged sun exposure can be bad for all skin types.

SUN PROTECTION

- Protecting yourself starts with knowing that a tan is not healthy, but evidence that the skin has already been damaged.
- Keep your top on. a loose long sleeve top is best, with a close woven fabric to stop the uv rays coming through to your skin.
- Take your breaks in the shade, being particularly careful in the hours around midday.
- Always apply sunscreen, even if the sun does not seem strong. Use a Sun Protection Factor (SPF) of 15 or higher.
- Apply your sunscreen frequently and generously, don't forget your ears, back of your neck and back of your hands.
- Always wear your safety helmet. It also provides sun protection for your head.
- If you are concerned about moles or unusual spots that change size, shape or colour, or that start itching weeping or bleeding, see your GP immediately.

Minimising or preventing sun exposure is quite easy. Curing the damage done may be impossible.

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ToolBox Talks - Heat Stress

Heat Stress arises when the body fails to control its internal temperature

The body produces heat but insufficient heat is lost due to one or more of the following; high air temperature, high humidity, high work rate.

This leads to an increased body temperature and a high amount of sweating as the body attempts to cool itself.

SYMPTOMS

Symptoms of heat stress include: heat rashes, nausea, fainting, muscle cramps, extreme fatigue and headaches.

A Heat Stroke is the most severe effect and can result in death if not treated early.

A Heat Stroke occurs when the rising temperatures exceed the body's cooling mechanisms. These Mechanisms fail and core temperature begins to rise.

This like a high fever can destroy tissue and cause permanent disability.

People with Heat Stroke are hot to the touch and do not perspire. Immediate medical attention is required for someone with Heat Stroke

REDUCING THE RISK

The risk of Heat stress can be reduced by staying properly hydrated.

This means drinking enough liquid . This is because, by sweating the body loses vital fluid that needs to be replaced.

As a guideline you should drink 1-2 litres of water a day. This may need to be increased to one litre an hour in hot conditions or when being physically active

Ensure you drink frequently in small amounts before, during and after working.

DRINK ENOUGH FLUIDS

REMEMBER: Thirst is a sign that the body is already be dehydrated

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ToolBox Talks - COVID-19

Coronavirus is a highly contagious disease that can have severe effects on people, especially those who are vulnerable. The virus is likely to pass from person to person in communal areas and where it's not possible to maintain safe distances between persons. If a person is infected while working it can be passed on through families & other contacts. YOU can spread the virus even if YOU don't have symptoms.

Getting to work

1. Wherever possible travel to site alone, using your own transport (for example, a car or bicycle).
2. Avoid public transport.

On site

1. Wash your hands when you arrive on site, regularly throughout the day (especially if you sneeze or cough and after eating or handling food) and again when you leave site.
2. Always keep at least 2 metres away from other workers. This includes while you are working and during breaks and mealtimes – staggered breaks will help achieve this.
3. Stay on site for your breaks. Do not use local shops. Bring your own meals and refillable drinking bottles. Do not share items (for example, cups).
4. Only hold meetings that are absolutely necessary. Ideally, these should take place outdoors, with the minimum number of people and those people should be kept at least 2 metres apart.

Close work

Close working should be avoided.

1. Non-essential physical work that requires close contact between workers should not be carried out.
2. Work requiring skin-to-skin contact should not be carried out.
3. All other work should be planned to minimise contact between workers.
4. Re-usable PPE should be thoroughly cleaned after use and not shared between workers.
5. Single use PPE should be disposed of so that it cannot be reused.
6. Stairs should be used in preference to lifts or hoists.

Cleaning

Extra cleaning should be carried out on site, particularly in the following areas.

1. Taps and washing facilities.
2. Toilet flush and seats.
3. Door handles and push plates.
4. Handrails on staircases and corridors.
5. Lift and hoist controls.
6. Machinery and equipment controls.
7. Food preparation and eating surfaces.
8. Telephone equipment.
9. Keyboards, photocopiers and other office equipment.

What to do if you think you are ill

If you develop a high temperature or a persistent cough while at work, you should:

1. Report this to your supervisor.
2. Avoid touching anything.
3. Cough or sneeze into a tissue and put it in a bin or, if you do not have tissues, cough and sneeze into the crook of your elbow.
4. Return home immediately.
5. You must then follow the guidance on self-isolation and not return to work until your period of self-isolation has been completed.

Self-isolation

If you have any one of the following criteria, DO NOT come to site.

1. A high temperature or a new persistent cough – follow the guidance on self-isolation
2. Are a vulnerable person by virtue of age, underlying health condition, clinical condition or pregnancy
3. Living with someone in self-isolation or with a vulnerable person.

Follow the 2 metre rule at all times.

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