

TSR RECRUITMENT LTD

TOOLBOX TALKS

ACCIDENT RECORDING	Tool Box Talk No 3
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Introduction

The emphasis should be on prevention, construction is a high-risk business; there's always the potential for an accident. It is important that all know what to do.

Main points:

- Every accident, and near miss, must be reported.
- Everyone must know who the appointed persons/first-aiders are.
- Everyone should know the best means of contacting the emergency services.

Talking points:

- If you are injured, you must report the accident to your Supervisor as soon as you can.
- We use Incident Forms for recording all accidents & near misses. A pad of Forms will be kept by the Site Supervisor.
- Your report will be treated as confidential and completed forms will be separated from the pad.
- Prompt reporting of an incident may save a life. It's not about blaming anyone but all about stopping it happening again.
- Certain diseases or dangerous occurrences must also be recorded. Don't guess which these are tell your Supervisor about any incident.

Your co-operation is very important:

- Make sure that, where necessary, first aid assistance is called immediately.
- See that the incident is reported without delay to your Supervisor, even when no-one has been injured or plant damaged.
- Make sure that the accident site is left undisturbed until clearance is given by your Supervisor.
- Make sure that anything that may help the accident investigation (e.g. damaged fittings, broken abrasive wheels) are kept and passed to your supervisor.
- Even minor accidents can lead to death. A worker trod on a nail. He failed to report it. But, because he had diabetes, 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:

**AFTER AN ACCIDENT THE QUESTION IS
"WHAT COULD HAVE BEEN DONE TO PREVENT IT?" AND
WHAT ARE WE DOING TO STOP IT HAPPENING AGAIN**

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TOOLBOX TALKS

FIRE SAFETY	Tool Box Talk No 15
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Introduction:

Fire is a major risk both to people and to property. You can either help prevent fires, or you can help start/allow them.

Main Points:

- Ensure you are aware of the fire drill including the means of raising the alarm, escape routes, and the assembly point.
- Ensure you know where the nearest fire point is, what types of fire extinguisher are there, what types of fire they can be used on, and how they should be used (never put yourself at risk!)
- Never obstruct any fire points, fire doors or escape routes.

Talking Points:

- Never misuse or tamper with anything provided for fire prevention or fighting (never discharge fire extinguishers during horseplay).
- Don't hang clothing/materials over or near heating equipment.
- Control rubbish – don't let paper, rags, etc., accumulate.
- Store flammable liquids in suitable containers – well away from any sources of ignition, keeps lids on containers when not in use.
- Control smoking – use designated areas if necessary.
- Don't overload electrical sockets – one plug per socket!
- If electrical equipment isn't in use then switch off at the mains
- Bitumen boilers, soldering irons, gas rings, etc., must be placed on non-combustible stands.
- Carry out residual heat checks 30-60 minutes after any hot work has been carried out.
- Always have a fire extinguisher within arm's reach when carrying out hot work.
- Obtain hot working permits where applicable.

Remember:

**FIRE DESTROYS PEOPLE AND PROPERTY
SAFE PEOPLE PREVENT FIRES**

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TOOLBOX TALKS

HAZARDOUS SUBSTANCES (COSHH)	Tool Box Talk No 18
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Introduction:

Many hazardous substances are used in the construction industry. Ignoring a hazardous substance today is something you may regret tomorrow.

Main Points:

- COSHH assessments must be carried out with the aim of elimination, substitution and reduction of exposure to hazardous substances.
- Any substance that has a hazard warning label has the potential to do harm – assess the risks before you use it.
- Employees must use hazardous substances as directed, following the required safety precautions, and using the required PPE as applicable.

Talking Points:

- Store hazardous materials in suitable containers, ensuring only as much as is needed is in the workplace, and that lids are replaced when not in use.
- Read labels on containers – if no label then don't use!
- Know the correct precautions and control measures.
- Avoid all unnecessary contact with hazardous substances.
- Know where the first aid and washing facilities are on site.
- Always wash hands after use, and don't eat, drink or smoke when handling hazardous substances.
- Ensure there is adequate ventilation when using hazardous substances.
- Never mix hazardous substances unless you are sure of what you are doing.
- Never expose other employees to fumes, dust, gas or any other dangers from hazardous substances.
- Don't store hazardous substances above head height.
- Always clean up any spillages, dispose of hazardous waste properly.

Remember:

IF A DUST, FUME OR VAPOUR MAKES YOU COUGH, CATCH YOUR BREATH, OR GIVES YOU A HEADACHE THEN IT'S A SUBSTANCE HAZARDOUS TO HEALTH

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TOOLBOX TALKS

MANUAL HANDLING	Tool Box Talk No 24
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Introduction:

Manual handling in construction is unavoidable, thus it is essential that it is carried out correctly to avoid both immediate and long-term injuries.

Main Points:

- The primary aim is to eliminate manual handling so far as is reasonably practicable (i.e. use mechanical handling).
- Where manual handling must be carried out then it must be assessed, and proper procedures must be used.
- Plan deliveries and storage to take into account load sizes, locations and distribution.

Talking Points:

- Assess all loads: are they heavy, bulky, unstable, difficult to grasp, sharp etc.? Size up the load and, if necessary, make a trial lift by rocking it from side to side and then lifting it a few inches.
- Can you handle the load yourself or do you need assistance?
- Wear suitable clothing and PPE such as gloves and safety boots to protect against cuts, crushed toes etc.
- Is there sufficient space, suitable lighting and a clear route to where you are taking the load?
- Do not carry a load that will obscure your vision.
- If necessary, move loads in stages.
- Always use a good handling technique:
 - Stand reasonably close to the load, feet hip width apart with one foot slightly forward pointing in the direction you're going.
 - Bend your knees whilst keeping your back straight.
 - Get a secure grip on the load.
 - Breathe in before starting the lift.
 - Carry out the lift smoothly using the legs to take the strain, keeping the back straight, chin up, and arms close to the body.
 - Step off in the direction the advanced foot is pointing, keeping the load close to the body.
 - If necessary, stop for rests en-route.
 - Avoid any jerky or twisting movements.

Remember:

**GET IT WRONG TODAY AND
YOU COULD SUFFER THE CONSEQUENCES TOMORROW
POTENTIALLY FOR THE REST OF YOUR LIFE!**

