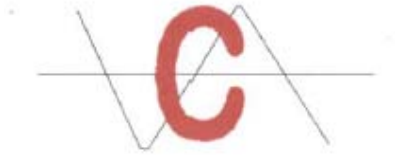


**CONABEARE
ACOUSTICS**

TOOL BOX TALKS



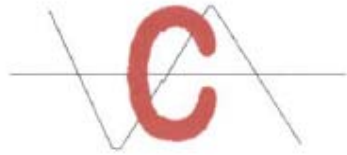
**CONABEARE
ACOUSTICS**

Tool Box Talks Register

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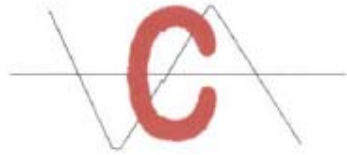
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TOOL BOX TALKS

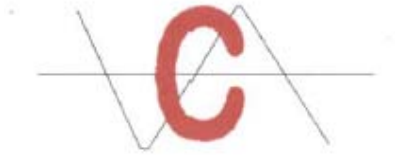
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TOOL BOX TALK – Number 1 – Legislation

The Health and Safety at Work etc. Act 1974

Reason for the talk: Awareness of the legal responsibilities of employer and employees.

Why have the talk: You cannot comply with the law if you are not aware of what it says.

Outline of the talk: This talk will cover legal responsibilities and penalties under the Act.

Scope of the Health & Safety at Work Act:

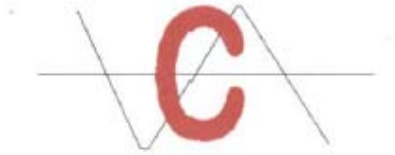
1. Everyone in the construction industry has legal duties under the Act.
2. Everyone in the construction industry is protected by the Act.
3. The Act allows Health & Safety Executive Inspectors to visit sites and take enforcement action if work areas and activities are not safe.

Question: **Who has responsibilities for your health and safety?**

General Provisions of the Act

1. Under the Act your **employer** has a legal duty to provide:
 - Safe Plant and equipment, and safe methods of work.
 - Safe use of work articles and substances.
 - Information, instruction, training and supervision.
 - A safe place of work with safe access and egress.
 - A safe work environment with adequate welfare facilities.
2. Under the Act you as an employee have legal duties to:
 - Safeguard your own safety and health and that of others who may be affected by your actions.
 - Co-operate with the employer to help them comply with their legal duties.
 - Not interfere with anything provided for health and safety.

Question: **Give examples of interfering with items provided for health and safety.**



Penalties

1. Breaches of the Act are criminal offences, which may be punished by fines, prison or both.
2. Individuals, as well as companies, can be charged for breaches of the Act.

Question: **Who could be prosecuted under the Health and Safety at Work Act?**

Enforcement

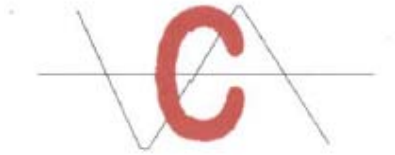
The powers of the Health and Safety Executive Inspectors include:

- Entering places of work (including construction sites) at any time and without notice – if necessary, with the help of the police.
- Carrying out investigations and prosecuting their own cases in court.
- Insisting that the scene of an accident remains undisturbed.
- Issuing Improvement and Prohibition Notices.
- Taking statements and removing records and documents.

Question: **what would you do if you became aware that a HSE Inspector was on the site?**

Question: **Why do you think it is important to co-operate with a HSE Inspector?**

Do you have any questions for me?



General Safety Legislation

Outline of the talk: This talk will cover details of legislation introduced to protect your health and safety whilst at work.

Why More Legislation?

1. The Health and Safety at Work etc. Act 1974 provides only general guidelines on the way in which work activities are to be carried out.
2. Additional, more detailed guidance is provided through the issue of Regulations, which also carry the full force of the law.

Subjects Covered by Relevant Regulations

Regulations place a legal duty on employers to ensure that employees are not put at undue risk from work activities. In many cases, Regulations also put legal duties on employees. Some aspects of construction work which are covered by regulations include:

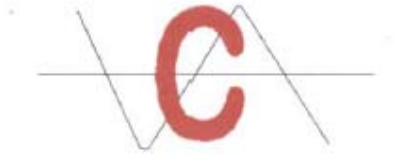
- General site conditions, including welfare facilities
- The manual handling of loads
- The safe storage and use of hazardous substances
- The control of excessive noise levels
- The safe use and storage of LPG and highly flammable liquids
- The reporting of some accidents to the HSE
- The issue and use of personal protective equipment

You must remember that Regulations are part of health and safety law and must be followed. Speak to your supervisor if you are concerned about the safety of anything you have been instructed to do.

Question: **What is the status of Regulations?**

Additional New Legislation

1. The Management of Health and Safety at Work Regulations 1999:
 - Require employers to carry out specific assessments where work is to be carried out by young persons (under the age of 18) due to their inexperience, lack of awareness and lack of appreciation or risk.



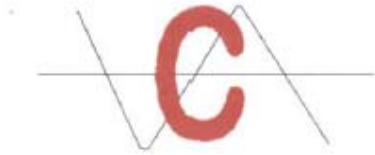
2. Working Time Regulations 1998:

- Limit the number of hours employees can be required to work, averaged out over an agreed period.
- Allow a minimum daily rest period of 11 consecutive hours in any 24-hour period.
- Allow employees to give up their rights under these Regulations if an agreement is reached with the employer.

Question: **Who has the responsibilities for your health and safety?**

REMEMBER: IT COULD BE YOUR HEALTH AND SAFETY AT RISK IF YOU OR YOUR EMPLOYER DO NOT COMPLY WITH REGULATIONS.

Do you have any questions for me?



Benefits of Safety

Outline of the talk: This talk will cover how everyone benefits from working on a safe site, and the costs of not doing so.

Be Safe, Be Sure

1. For years the construction industry has had a poor safety record with far too many accidents and too much ill health.
2. Too many accidents are caused by people knowingly working or behaving in an unsafe manner.
3. With care, most accidents are totally and easily preventable.
4. When working be aware of the safety of others as well as yourself. You have a legal duty to do so.

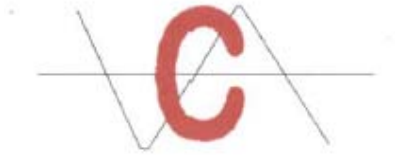
What You Must Do

1. Comply with safety training and instruction, and with site safety rules, site induction should inform you of the hazards.
2. Avoid the temptation to cut corners to get the job done more quickly, there could be a high price to pay.
3. Be aware of how the job you are doing could affect other people around you.
4. Stay away from work if you know that you are not fit through illness, drink, drugs or for any other reason.
5. Ask your supervisor if you have any doubts on safety issues.
6. Report to your supervisor anyone who you see working or behaving in an unsafe manner, especially horseplay.

Question: **What should you do if you are asked to use a dangerous machine on which you have not been trained?**

The Costs of Accidents

1. A poor safety record could result in your company being fined and suffering increased insurance premiums.
2. Money lost in these ways cannot be used elsewhere, the company could be forced out of business.
3. Employees and supervisors who demonstrate or tolerate poor safety practice may find themselves out of work.
4. The personal cost of knowing that you have caused a serious accident, or worse, could last a lifetime.



Question: How do you think someone's colleagues would react, knowing that he or she had caused a serious accident?

The Benefits of Safety

1. Fewer accidents resulting in less pain and suffering.
2. Money lost in these ways cannot be used elsewhere, the company could be forced out of business.
3. Employees and supervisors who demonstrate or tolerate poor safety practice may find themselves out of work.
4. The personal cost of knowing that you have caused a serious accident, or worse, could last a lifetime.

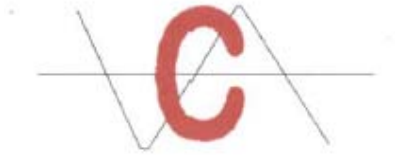
Do you have any questions for me?

General Questions:

Who is ultimately responsible for your safety?

How seriously would you be affected if the job was stopped whilst any Accident investigation took place?

REMEMBER ACCIDENTS ARE CAUSED BY UNSAFE PEOPLE CREATING UNSAFE SITUATIONS.



TOOL BOX TALK – Number 2 – Young Persons on Site

Reason for the talk: Construction sites are hazardous places, even for adults who are aware of the dangers.

Why have the talk: Young people, with their lack of safety awareness are particularly at risk of work-related injury or ill health.

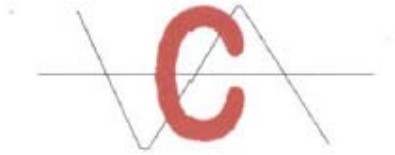
Outline of the talk: The talk will cover why young persons are vulnerable and what we all should be doing to safeguard their health and safety on site.

Who is a young person?

1. Health and safety law defines a young person as being over school leaving age, but who has not yet reached the age of 18.
2. The law does not prohibit the employment of young people on construction sites.

What are the Problems?

1. Young people will not have the same level of safety awareness as someone more experienced.
2. For some young people a construction site will be their first experience of a place of work.
3. Recent changes in legislation have removed the minimum age limit of 18 for operating plant and lifting equipment, however they may not appreciate their own limitations.
4. Young people will require a greater level of supervision than an adult, the level will depend on their job and the site conditions.
5. Young people might be more tempted to arrive at work whilst unfit, due to several factors.
6. Young people might create dangerous situations because of an eagerness to please.



Protection of Young People

1. Be aware of their lack of safety awareness, their physical and psychological immaturity of their inexperience.
2. Risk assessments must take account of young people being on site and jobs that they are required to do; it is a legal duty.
3. Only give young people jobs to do that they can cope with, both physically and mentally.
4. Do not allow young people to carry out particularly dangerous jobs such as using cartridge-operated tools.
5. Whatever the job, ensure the level of supervision is adequate.
6. Be aware that if young people are working near to you, be prepared to stop any activity that is clearly unsafe.
7. Encourage young people to speak out if they do not feel safe with what they have been asked to do, it may only be a case of reassurance or maybe more supervision is required.
8. Ensure that young people attend site induction, even if they are only going to be on site for a short time.
9. Do not tolerate horseplay or other unsafe high spirits.

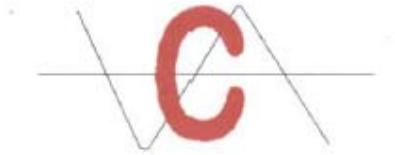
Question: what actions should you take if you witness a young person in a position of danger?

Note to supervisor/manager: Now inform all your workforce of the company policy regarding safeguarding the health and safety of young people on site.

Do you have any questions for me?

General Questions:

**What do you do if a young person arrives unfit for work?
How do you assess the correct level of supervision?**



TOOL BOX TALK – Number 3 – Powers of the HSE

Reason for the talk: It is in everyone's interest to know that an HSE inspector can do when arriving on site.

Why have the talk: The inspectors have considerable power and authority.

Outline of the talk: The talk will cover what you should be aware of, and do, if an inspector visits your place of work.

An Inspector Calls

1. An HSE inspector may visit a site for any of several reasons.
2. It may be a random inspection, or it could be due to a number of accidents reported or other information received.
3. An inspector can arrive unannounced, with no notice given.
4. Inspectors carry warrant cards as proof of identity.
5. An inspector will first make his or her presence known to the person in charge of the site.

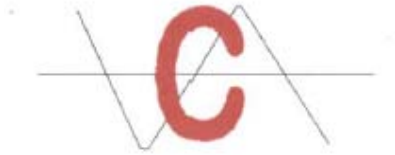
Question: In what circumstances do you think that an inspector would want to interview you?

What can an inspector do?

1. Demand entry to the workplace, enlisting the help of the police if necessary.
2. Inspect the site and carry out investigations as necessary.
3. Require that areas remain undisturbed (usually after an accident).
4. Take measurements, photographs and recordings.
5. Remove articles, substances or samples from the site.
6. Require a person to give evidence or make a statement.
7. Inspect and copy relevant documents and registers.

Questions: What should you tell an inspector if you were interviewed following an accident that you saw?

8. Serve Improvement Notices, which require that certain improvements be made when the law is being broken.



9. Serve Prohibition Notices, which stop specified work activities from taking place when there is imminent danger.
10. Prosecute people judged to have committed a health and safety offence.

Question: **Do you think that employees can be prosecuted, or only their employer?**

What You Must Do

1. Make a statement or appear as a witness in court if required.
2. Be truthful. It is an offence to make a false statement or to make a false entry in a register.
3. Assist inspectors in their enquiries. It is an offence to obstruct inspectors in the register.
4. Allow other people to tell an inspector what they know or saw. It is an offence to prevent them from doing so.

Question: **What do you think the maximum fine for obstructing an inspector in the course of his or her duty?**

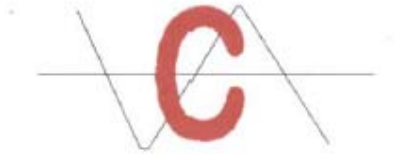
Do you have any questions for me?

General Questions:

After seeing an accident, how soon would it be best to speak to an inspector?

Why do you think that inspectors carry out random inspections of construction sites?

REMEMBER THE MAIN POINT OF AN INVESTIGATION IS TO FIND OUT WHY AN ACCIDENT HAPPENED SO THAT ANY REPEAT CAN BE PREVENTED.



TOOL BOX TALK – NUMBER 4 – Alcohol and Drugs

Reason for the talk: **statistics** show that alcohol and drug abuse are increasing on site. This leads to accidents.

Why have the talk: Make sure it doesn't happen on this site.

Outline of the talk: This talk will cover the effects of alcohol and drugs on your safety and others.

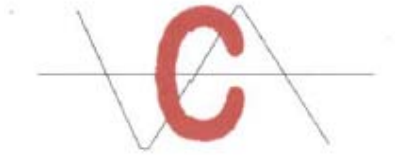
Alcohol

1. In a high-risk industry like ours, alcohol and work are not compatible.
2. Alcohol is a depressant drug, which depresses parts of the brain function. When working on site you require all of your brain functions to save you from injury.
3. If you're found to be intoxicated with drink, you won't be allowed on site. You may end up losing your job.
4. Don't get drunk the night before and expect to work safely on site the next day. Alcohol takes time to work out of your system (1 pint of beer takes approximately 2 hours).

Question: **What effect can alcohol have on you?**

5. 50% of all drivers killed are over the legal limit.
6. If you drink, don't drive.
7. Some workplace fatal accidents are alcohol-related.
8. Keep your head clear – leave your drinking sessions to social events, where you can't cause injury to yourself or others.
9. Get a bad reputation for drinking and you may not get another job, as you'll be seen as a liability.

Question: **What could be the result of being under the influence of alcohol on site?**



Drugs

1. You are far more likely to have an accident on site when under the influence of drugs.
2. You may feel you don't have a drug problem – it's got nothing to do with you. But if you get hurt, it's a bit late to wonder what the other person was on.
3. If you know somebody is on drugs, tell your supervisor – help to stamp it out.
4. Signs to look for: watery eyes, pin-point or dilated pupils, running nose, constant sniffing, tight lips, sores, ulcers, trembling, fatigue and irritability. If you see it, report it.

Question: **What are the signs of somebody who is on drugs?**

5. All drugs can affect your ability to work safely.
6. Some effects of drugs are slow reaction times, clumsiness, poor decision-making and distorted vision.
7. Don't take E's – E's stands for Ex-employee.
8. If you get offered drugs, say no, you'd rather work safely!
9. Drugs and work don't mix. Don't let it become a problem.

Question: **If you took drugs what effect could it have on you and your workmates?**

Note to supervisor/manager: Now inform all your workforce of the company policy regarding alcohol and drug abuse.

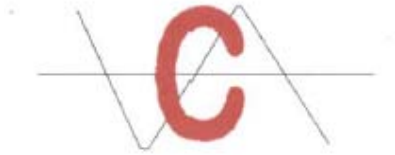
Do you have any questions for me?

General Questions:

How long does a point take to get out of your system?

What would you do if you saw a person taking drugs?

REMEMBER DRINK AND DRUGS ON SITE ARE FOR DUMMIES



TOOL BOX TALK – Number 5 – Needlestick Injuries

Reason for the talk: It is possible that you will find a used hypodermic syringe or needle on a site at some time.

Why have the talk: If you accidentally prick your skin, you could become infected with a serious (or deadly) disease.

Outline of the talk: This talk will cover the actions you should take if you discover a needle and if you prick your skin with it.

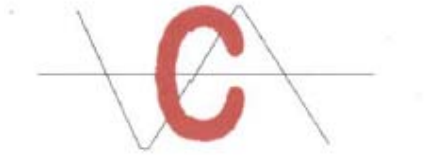
What is a Needlestick injury?

An accidental puncture of the skin by a hypodermic needle.

If you Find a Needle

1. It has probably been used by a drug user and may be contaminated by infected blood.
2. Do not touch it or move it, unless you have to because of the situation at the time.
3. Leave a responsible person to safeguard it whilst you report the matter to your supervisor.
4. If you have a site nurse, she or he should be informed.
5. If you do not have a nurse, the local Environment Health Department should be informed.
6. If you must move the syringe or needle:
 - Carry it with the needle pointing downwards.
 - Do **not** wrap it in paper or put it into a litter bin.
 - If available, place it in a clear glass bottle or jar.
 - Dispose of it safely through the site nurse, local police or Environmental Health Department.
 - Wash your hands thoroughly.

Question: On what types of site do you think you are most likely to discover used needles or syringes?



If you should Prick Your Skin

1. Do not panic.
2. Gently squeeze the area around the wound to encourage bleeding.
3. **Do not suck the wound.**
4. Wash the site of the injury thoroughly with soap and water at the first opportunity.
5. Obtain medical assistance as soon as possible from either the site nurse or the nearest hospital with an Accident and Emergency Department.
6. If you can do safely, take the syringe or needle with you.
7. If dealt with properly and promptly, the risks of resulting health problems are small.
8. Think about the consequences of not acting promptly and possibly being off work for several weeks while you recover.

Question: **Due to the secretive nature of the drug taking, in which areas of a site do you think that discarded syringes and needles are most likely to be found?**

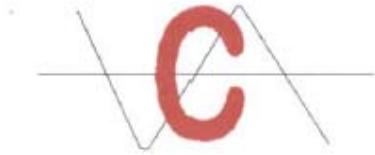
Do you have any questions for me?

General Questions:

What diseases do you think you could catch from a needlestick injury?

What could be the worst possible outcome?

REMEMBER IF YOU SUFFER A NEEDLESTICK INJURY AND DO NOT FOLLOW THIS GUIDANCE, YOU COULD BE EXPOSED TO THE HIV VIRUS, HEPATITIS B OR HEPATITIS C, ALL OF THEM VERY UNPLEASANT!



TOOL BOX TALK – Number 6 – Accident Reporting and Investigation

Reason for the talk: To highlight the importance of accurate accident investigation and prompt accident reporting.

Why have the talk: Establishing why accidents occur and examining their effects can help to prevent them from being repeated.

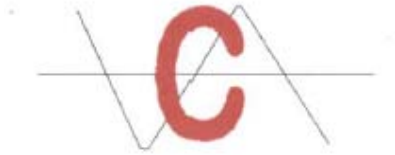
Outline of the talk: This talk will cover the reporting and recording procedures.

Accident Reporting

1. Health and Safety law requires that the following types of accident are reported to the HSE:
 - Fatalities and major accidents
 - Injuries resulting in more than 3 days off work or inability to carry on with normal work
 - Dangerous occurrences
2. By receiving such accident reports the HSE can establish accident trends, highlight areas of weakness and effectively target preventative measures.
3. All persons on site must ensure that all accidents, no matter how minor, are recorded in the site Accident Book.
4. In future you may want to establish a link between a current health problem and a previous accident to claim compensation.
5. Accidents to members of the public arising out of site activities must also be reported.

Question: **What action should you take if you witness an accident to another person?**

Question: **Why is it important that all accidents are recorded in the Accident Book?**



Accident Investigation

1. Your employer has a duty to thoroughly investigate all accidents to establish the cause and prevent recurrence.
2. The HSE will also investigate fatalities and other serious accidents.
3. If you are involved in an investigation:
 - Listen carefully to the questions and remain calm
 - State honestly what you saw or heard.
 - Do not be afraid to say when you do not know an answer.
4. Remember that the reason for the investigation is to prevent the accident happening again.

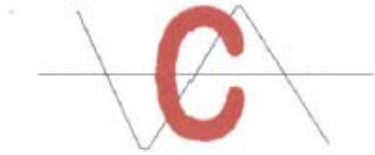
Question: **Who should be informed in your company if an accident has just occurred?**

Question: **Why is it important that you fully co-operate with someone who is carrying out an investigation into an accident?**

Do you have any questions for me?

Note to person giving this talk:

Now inform those present of the location of the Accident Book and the company procedure for recording and investigating accidents.



TOOL BOX TALK – Number 7 – Accident Prevention and Control

Reason for the talk: Recent HSE figures showed that 14,000 accidents involving injuries, of which 80 were fatal, occurred in one year in the construction industry.

Why have the talk: In 1997/98, the industry employed 6% of the total UK workforce, but accounted for 12% of all fatalities.

Don't become the next statistic.

Outline of the talk: This talk will cover: causes, costs and prevention of accidents.

Causes of Accidents

1. People not thinking about what they are doing.
2. People not following instructions.
3. People not following the training they have been given.
4. Unsafe Manual Handling, loading, stacking and storing.
5. Overloading of working places, scaffolding and hoists etc.
6. Incorrect use of plant and machinery.
7. Use of faulty equipment with improvised repairs.
8. Illegal removal of guards and barriers.
9. Failure to use protective safety equipment.
10. Ignoring safety signals, signs and warning devices.

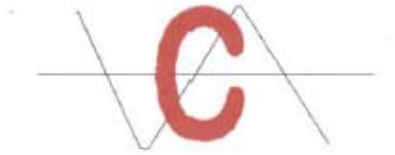
Question: **What is a cause of accidents in working places?**

Question: **What is a cause of accidents regarding plant?**

The Cost of Accidents to You

1. Pain, suffering and continuing disability.
2. Loss of earnings and extra expense due to disability.
3. Incapacity for the job and your leisure activities.
4. Unable to support family and possible family break up

Question: **What could the cost of an accident be to you?**



Accident Prevention

1. Don't remove guards from machines.
2. Don't handle substances without knowing the hazards.
3. Don't use machines if you are not trained to do so, follow instructions.
4. Always comply with safe working practices.
5. Wear and use PPE correctly, don't abuse it.
6. Don't direct compressed air at yourself or others, it kills.
7. Never mess around while working.
8. Never use defective equipment or machinery.
9. Help to keep the workplace clean and tidy.
10. Wash and dry hands to remove substances from skin.
11. Report unsafe conditions to your supervisor.
12. Use correct tools and equipment for the job.
13. Obey all safety rules and signs.
14. Don't leave tools lying around where they can fall.

Question: **Before using substances what must you find out?**

Question: **Why shouldn't you mess around on site?**

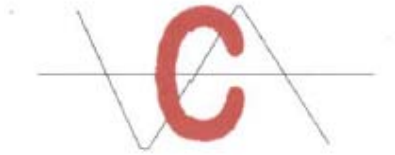
Do you have any questions for me?

General Questions:

How could an accident to you affect your family?

Why shouldn't you remove guards from machinery?

REMEMBER ACCIDENTS ARE CAUSED BY UNSAFE PEOPLE CREATING UNSAFE CONDITIONS.



TOOL BOX TALK – Number 8 – Tube and Fittings Scaffolding

Reason for the talk: Falls from heights over 2 metres account for over 50% of deaths in the construction industry.

Why have the talk: If you don't follow the guidance in this talk you may end up as a statistic or at best in hospital.

Outline of the talk: This talk will cover: access, loading, hazards, inspection and security.

Access

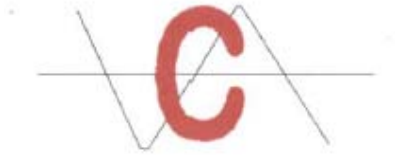
1. Don't climb up or down scaffolding tubes, use ladders or stairs provided.
2. Make sure the ladder is at the correct angle, **one** unit out to **four** units up.
3. Ensure ladders are tied in at both styles, not the rungs, and extend a safe distance above landing stage.
4. At the end of work, remove access ladders or board them up to prevent children playing on them.

Question: **What angle should the access ladder be at?**

Loading

1. Don't overload scaffolding, position heavy loads adjacent to the standards as they are in the load-bearing members, not in the centre of bays.
2. When stacking materials always leave a passageway at least 600 mm wide for other people to pass.
3. Ensure materials are stacked correctly and can't fall, use brick guards or netting where required.
4. Don't leave tools or materials lying about on the platform.

Question: **Where would you stack materials on scaffolding and why?**



Hazards

1. Guard-rails and toe-boards must be fitted where a person is liable to fall more than 2 metres.
2. Don't use incomplete scaffolding.
3. Don't remove or interfere with ties, guard-rails, bracing, toe-boards and ladders. Alterations must only be made by competent persons.
4. Don't throw, drop or tip materials from heights – either lower or dispose of them through a chute.

Question: **Over what height must a scaffolding platform be fitted with guard-rails and toe-boards?**

Inspection

1. Carry out a visual inspection at the start of each shift prior to use.
2. Report all faults or defects immediately.
3. Scaffolding should be inspected every 7 days (or when alterations have been made) by a competent person and details of inspection recorded.
4. Scaffolding should be inspected after any adverse weather conditions.

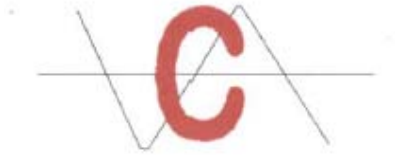
Question: **What action would you carry out on noticing defective scaffolding?**

Do you have any questions for me?

How would you dispose of materials from heights?

State two things you must consider when loading scaffolding?

REMEMBER SCAFFOLDING PROVIDES YOU WITH A SAFE WORKING PLATFORM – DON'T ABUSE IT!



TOOL BOX TALK – Number 9 – System Scaffolds

Reason for the talk: System scaffolds are being used more frequently.

Why have the talk: They have safety features, which are particular to them.

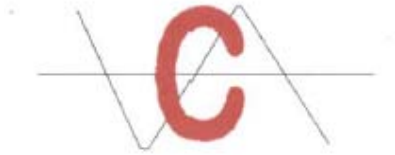
Outline of the talk: This talk will cover: safety features which are particular to system scaffolds and other safety features, which are common to all scaffolds.

Features Particular to System Scaffolds

1. The components of most system scaffolds are fastened together by wedges or locking rings rather than loose couplers.
2. Because of these methods of fastening, unauthorised adaptation of the scaffold is much easier. If you are using a system scaffold:
 - Don't be tempted to remove guard-rails that are in the way because it is easy.
 - Don't carry out other unauthorised adaptations.
 - Be aware that if other operatives are using your scaffold, they may have carried out unauthorised adaptations.
3. Bay lengths may be different to those of tube fittings scaffolds; you may have to be more careful where you land heavy loads.
4. It is possible that, on some system scaffolds, purpose built loading bays are the only places permitted for the positioning of heavy loads.
5. You may have to split heavy loads into smaller quantities before distributing them around the working platforms.
6. The tying-in arrangements for system scaffolds may be different to that for tube and fittings scaffolds, if the scaffold you are working on appears to be unstable, quickly but safely return to ground level and tell your supervisor.

Question: If other contractors have been using your system scaffold whilst you have been away, what should you do before using the scaffold?

Question: What would you do if you need a guard-rail temporarily removed?



Features Common with Other Scaffolds

1. Must be erected, adapted and inspected by a competent person.
2. All inspections must be recorded and a copy of the inspection report kept on site.
3. Must be on a firm base, and stable when erected.
4. Working platforms must have guard-rails and toe-boards.
5. All joints, whatever their design, must be secure when locked in place
6. All components must be in good condition.
7. Working platforms must not be overloaded, and must be wide enough for the work in hand.
8. Must have sufficient ties.
9. Must have a safe method of access to all working platforms.

Question: **What is often used to indicate that inspections are being carried out?**

Question: **What would you do if you became aware that a scaffold on which you were working had not been inspected in the last 7 days?**

Do you have any questions for me?

Hazards

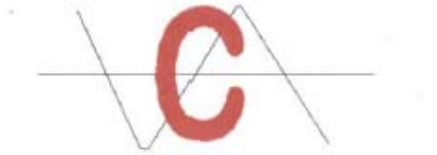
1. Guard-rails and toe-boards must be fitted where a person is liable to fall more than 2 metres.
2. Don't use incomplete scaffolding.
3. Don't remove or interfere with ties, guard-rails, bracing, toe-boards and ladders. Alterations must only be made by competent persons.
4. Don't throw, drop or tip materials from heights – either lower or dispose of them through a chute.

Questions: **Over what height must a scaffold platform be fitted with guard-rails and toe-boards?**

Inspection

1. Carry out a visual inspection at the start of each shift prior to use.
2. Report all faults or defect immediately.
3. Scaffolding should be inspected every 7 days (or when alterations have been made) by a competent person and details of inspection recorded.

Question: **What action would you carry out on noticing defective scaffolding?**



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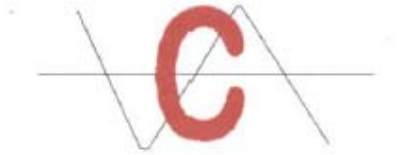
Do you have any questions for me?

General Questions:

How would you dispose of materials from heights?

State two things you must consider when loading scaffolding?

REMEMBER SCAFFOLDING PROVIDES YOU WITH A SAFE WORKING PLATFORM – DON'T ABUSE IT!



TOOL BOX TALK – Number 10 – Mobile Scaffold Towers

Reason for the talk: Mobile towers must be erected in accordance with the manufacturer's instructions by competent persons.

Why have the talk: Use a mobile tower correctly or you could find yourself seriously injured or even worse.

Outline of the talk: This talk will cover: erection, use, stability and hazards.

Before Erection

1. Check all components are in a good condition.
2. Check wheels for effective rotation.
3. Check brakes and locking devices work correctly.
4. Prior to erecting towers on suspended floors, ensure bearing capacity of floor is sufficient for the planned load.

Question: **What must be checked before erecting a tower on a suspended floor?**

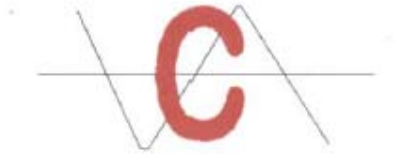
Before Use

1. Ensure the tower is vertical and square.
2. Towers must not be used unless the wheels are locked.
3. Check that outriggers are set correctly and secured.
4. Ensure the platform is fully boarded out and guard-rails and toe-boards are fitted if working platform is over 2 metres high.

Question: **When should toe-boards and guard-rails be fitted?**

Stability

1. Never climb up the outside of a tower – use the stairway or ladder on the inside.
2. Follow manufacturer's instructions on base to height ratio.
3. Hoist materials up from the inside of the tower.
4. Tie the tower to a permanent structure where possible.
5. Don't move the tower if persons or materials are still on the platform. Don't pull tower along while standing on it.



Question: **How would you hoist materials on to a working platform?**

Hazards

1. Don't exceed manufacturer's SWL for the tower.
2. When moving towers ensure there are no potholes, obstructions or overhead power lines in the way.
3. When working ensure access hatch is closed on platform.
4. Never use ladders or steps on a scaffold platform, as this will cause the tower to turn over.
5. Towers must only be used on firm surfaces. Where the ground is soft, adequate support must be provided.

Question: **What hazards must be considered when moving a tower?**

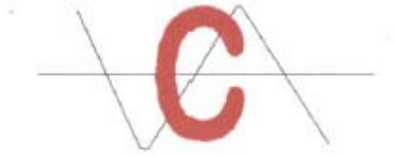
Do you have any questions for me?

General Questions:

Name one pre-erection and one pre-use check.

Name one stability consideration and one hazard.

REMEMBER AFTER MOVING A TOWER AND BEFORE USE, WHEELS MUST BE LOCKED.



TOOL BOX TALK – Number 11 – Hoists and Hoist Towers

Reason for the talk: All persons must be aware of the safe methods of using hoists.

Why have the talk: A hoist can be a dangerous piece of equipment if used unsafely.

Outline of the talk: This talk will cover: safe working practices when using hoists.

Construction and Maintenance

1. The erection, alteration or dismantling of a hoist is a specialist operation and should only be carried out by a competent person.
2. Any fixed hoist tower must be adequately tied in to the host structure.
3. Hoists should be constructed in such a way that prevents the fall of materials from the platform or cage.

Question: **What could be the consequence of interfering with hoist ties?**

Safety Features

1. All hoist cages and platforms must be marked with the safe working load.
2. All hoists must be marked whether they are for goods or passenger use.
3. Passenger hoists must be fitted with interlocked gates at every landing place.
4. All hoists should be fitted with an efficient braking device capable of supporting the platform and load in the event of a failure of the lifting gear.

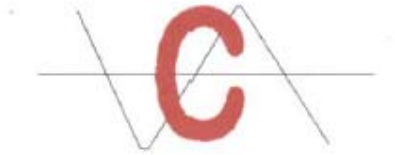
Question: **What action would you take if you believe that a hoist is defective?**

Question: **What could be the consequences of overloading a passenger hoist?**

Operation

1. Hoists should only be operated by an authorised person.
2. All ground level and landing gates must be kept closed whilst the hoist platform or cage is in motion.
3. Passengers must never attempt to travel in hoists designed for goods only.
4. Hoists should never be operated in excess of the safe working load.

Question: **Why should passengers not use a hoist intended for goods only?**



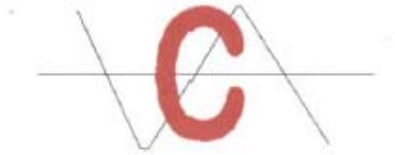
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Inspection

1. All hoists must be subjected to periodic examination by a competent person.
2. Passenger lifts must be examined to test safety devices after each time the height of the hoist way is altered.

Question: **Who should carry out the thorough inspection of a hoist?**

Do you have any questions for me?



TOOL BOX TALK – Number 12 – Ladders

Reason for the talk: Ladders are probably the most used and misused piece of access equipment.

Why have the talk: Mess around with ladders and they won't forgive.

Outline of the talk: This talk will cover: before use checks, use of ladders and hazards.

Before Use Checks

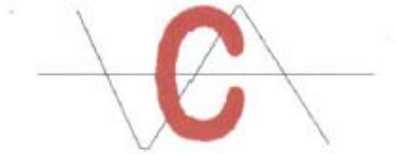
1. Ladders must be stored correctly and inspected regularly.
2. Check for splits or cracks in the stiles and rungs.
3. Ensure that none of the rungs are missing or loose.
4. Don't use painted ladders, this can hide damaged parts.
5. Report defects, label as defective and remove from site.

Question: **What checks should you carry out prior to use?**

Use of Ladders

1. Work should only be carried out from a ladder when the job is of short duration and can be carried out safely.
2. Ladders should be set on a firm base and leaning at the correct angle, which is **one** unit out to **four** units up.
3. Ladders must be tied near the top and extend a safe distance above landing stage, unless a hand-hold is provided.
4. If it can't be secured at the top, secure it at the bottom.
5. For added safety, if possible and necessary, the base of the ladder should be staked or buried to prevent slipping.
6. Ensure your footwear is free from excessive mud or grease before you climb up the ladder.
7. Use both hands on stiles, up and down. Always face the ladder.
8. Don't overreach from a ladder, always move it.
9. If using extension ladders, each section must overlap:
 - 2 rungs – for ladders up to 5 metres (closed length)
 - 3 rungs – for ladders 5-6 metres (closed length)
 - 4 rungs – for ladders over 6 metres (closed length)

Question: **What angle should a ladder be placed at?**



Question: **How can the stability of the ladder be improved?**

Hazards

1. Don't stand a ladder on a drum, box or other unstable base.
2. Never attempt to repair broken ladders.
3. Never carry loads up ladders – hoist it up.
4. Ladder rungs must not be used as improvised ramps.
5. When using metal or metal-reinforced ladders, make sure there are no electrical hazards in the near vicinity (e.g. overhead cables).

Question: **What precautions should you take when using a metal ladder?**

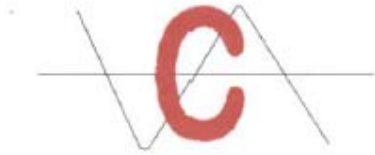
Do you have any questions for me?

General Questions:

What would you do on finding a defective ladder?

What is the correct way to climb a ladder?

REMEMBER THE VAST MAJORITY OF LADDER ACCIDENTS OCCUR BECAUSE THE LADDER IS NOT TIED AT THE TOP.



TOOL BOX TALK – Number 13 – Trestles and Stepladders

Reason for the talk: Trestles and steps are often misused and many accidents have occurred.

Why have the talk: Observe the rules and prevent a fall.

Outline of the talk: This talk will cover: folding and adjustable trestles and stepladders.

Folding Trestles

1. Use for light work and short duration only.
2. Check for damaged bearers, hinges or stiles before use.
3. Use lightweight staging for the platforms. If normal scaffold boards are used, support at 1.2 metre centres.
4. Before erecting trestle, ensure ground is stable and level.
5. Don't use top one-third of trestle, as this is unstable.
6. Don't increase height of platform by using hop-ups.
7. Platform must be at least 600 mm wide.

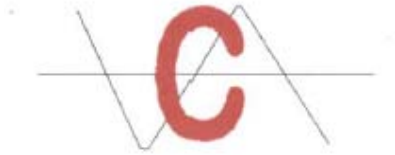
Question: **If using scaffold boards, what is the support spacing?**

Question: **Why shouldn't the top one-third be used?**

Adjustable Trestles

1. Ensure correct pins are used when height is raised, don't use re-bar or nails.
2. If using normal scaffold boards, space stands 1.2 metres apart.
3. If used with lightweight staging, check allowable loads.
4. If it is possible to fall 2 metres or more, guard-rails and toe-boards must be fitted.
5. Ensure you have a tied ladder for access to the trestle.

Question: **When adjusting height, what should be used to pin adjustable section in position?**



Stepladders

1. Can a mobile scaffold tower or MEWP be used instead?
2. Check treads, stiles, hinges and restraining rope before using a stepladder.
3. Damaged stepladder – either destroy or return to supplier.
4. Use on a firm level base.
5. Don't work higher than two-thirds up stepladder (hand-hold).
6. Don't use boards between treads on steps to provide a working platform – they are not designed for this loading.
7. Don't paint wooden steps, use clear varnish.
8. Don't lean outwards or sideways from the steps, move them.
9. Ensure steps are fully extended before you go up.
10. Report all damages immediately.

Question: **Before using steps, what should you consider?**

Question: **Why shouldn't you use boards on step treads?**

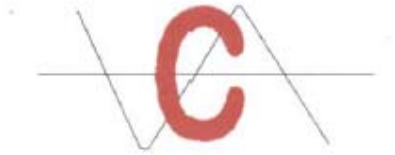
Do you have any questions for me?

General Questions:

How often should scaffold boards be supported when used on either adjustable or folding trestles?

Before using steps, what should you check?

REMEMBER OBSERVE THE RULES AND PREVENT A FALL



TOOL BOX TALK – Number 14 – Control of Noise

Reason for the talk: Noise induced hearing loss is the common occupational health hazard there is.

Why have the talk: There is no satisfactory treatment for noise induced hearing loss. When you're deaf, you stay deaf.

Outline of the talk: This talk will cover: hazards, controlling noise and ear protection.

Hazards

1. Some of the following things used on site can be harmful to your hearing: compressors, breakers, circular saws, concrete mixers, chainsaws, generators, vibrating rollers and excavators.
2. Even if you are not using the noisy piece of equipment, you could be affected by someone using it close by.
3. Look out for noise hazard signs on site and obey them.
4. It's not only on site that you have to remember your hearing but after work also, noisy clubs, hi-fis etc.

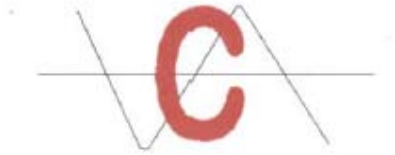
Question: **Name some of the noise hazards to be found on site.**

Controlling Noise

1. Use a less noisy process if possible.
2. If shouting is necessary in order to be heard, the noise level is high and you should wear ear protectors.
3. Keep compressor covers closed when in use.
4. Ensure breaker mufflers are correctly fitted.
5. Don't keep machinery running unnecessarily.
6. Ensure you don't expose workmates to your noise.
7. Move noise source away from work area or move work area away from noise.
8. If possible, shield noisy processes. Work behind a wall or some other sound-absorbing material.

Question: **When should ear protection be worn?**

Question: **Name two precautions you can take with machinery to reduce noise.**



Ear Protection

1. Don't use cotton wool for ear protection, it is not effective.
2. Ensure ear plugs are a good fit and correctly inserted.
3. Regularly clean reusable ear plugs.
4. Use disposable ear plugs once only.
5. Clean your hands before touching all types of ear plugs
6. Ear defenders should fit the head all round the seal.
7. Ensure that ear defenders are worn the correct way round.
8. Ensure defender seals are always in a serviceable condition.
9. Don't alter pressure of ear defenders by bending head band.
10. If you have difficulty in wearing ear defenders, report it.

Question: **What should not be used instead of ear plugs?**

Question: **What must you ensure when wearing ear defenders?**

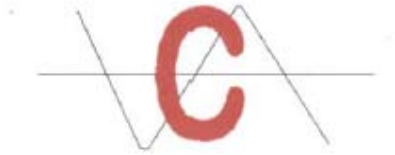
Do you have any questions for me?

General Questions:

How can you reduce noise levels from a machine?

What must you remember when handling ear plugs?

REMEMBER PROTECT YOUR HEARING



TOOL BOX TALK – Number 15 – Vibration

Reason for the talk: Exposure to vibration can result in serious and disabling injury.

Why have the talk: Many operatives do not appreciate the possible dangers from vibration.

Outline of the talk: This talk will cover: the sources, effects and methods of overcoming excessive vibration.

Effects of Vibration

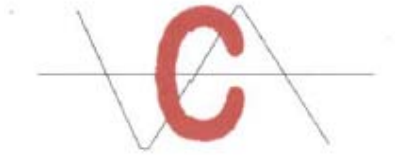
1. Depending upon work situation, vibration can be whole-body vibration or, more commonly, hand-arm vibration.
2. The first signs of a problem may only be a tingling in the effected fingers.
3. Exposure to vibration can lead to irritation, fatigue and loss of concentration.
4. The above effects are likely to affect a person's attention to safety and therefore increase the likelihood of an accident occurring.
5. In the longer term, damage may occur to blood vessels, nerves, muscles, tendons and body organs.
6. Excessive hand-arm vibration can lead to "Vibration White Finger" resulting in damaged blood vessels, circulatory problems, pain and possibly gangrene.

Question: Is there any part of your job during which you are subjected to vibration?

The Sources of Vibration

1. A common cause of hand-arm vibration is the prolonged use of rotating hand tools used for cutting and grinding.
2. Percussive hand tools used for riveting, chipping, hammering, drilling etc. are also sources of vibration.

Question: What tools do you use that cause hand-arm vibration?



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Avoidance of Vibration

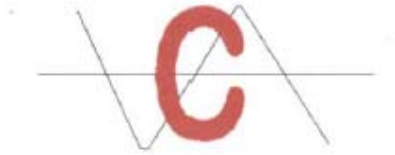
1. Advances in technology are leading to newer tools being equipped or manufactured with vibration-absorbing features.
2. If available, select tools with vibration-absorbing features for your work.
3. When using a tool, which causes vibration, break the job up with other work activities.
4. If you think you are suffering ill effects from vibration, cease the activity, speak to your supervisor and if necessary seek medical advice.

Question: **What would you do if you noticed that your fingers were tingling after you had finished a long job in which you used an angle grinder?**

Question: **In what ways can excessive vibration be avoided?**

Do you have any questions for me?

REMEMBER THE LONG TERM EFFECTS OF EXPOSURE TO VIBRATION CAN BE PERMANENT AND DISABLING. DON'T LET IT HAPPEN TO YOU.



TOOL BOX TALK – Number 16 – Manual Handling

Reason for the talk: Between 1993 and 1996, almost 30% of all injuries at work (including one fatal accident) were caused by manual handling.

Why have the talk: Get it wrong today and you'll suffer the consequences tomorrow.

Outline of the talk: This talk will cover: considerations and good techniques for manual handling.

Considerations When Manual Handling

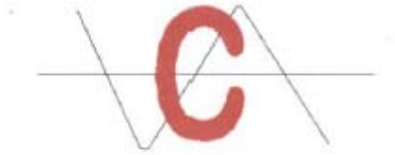
1. Always use mechanical handling methods instead of manual handling if possible, e.g. forklifts or pallet trucks.
2. Know your capabilities, only tackle jobs you can handle.
3. Can you handle the load yourself, do you need assistance?
4. Is there a clear walkway with good lighting to the work area?
5. Where possible, establish the weight of the load before lifting.
6. Wear gloves to protect against cuts and punctures.
7. Wear safety boots or shoes to protect from falling loads.
8. Carry out a trial lift by rocking the load from side to side, then try lifting it a small amount to get the “feel” for it.

Question: **What checks should you carry out before lifting?**

Question: **What PPE should you wear and why?**

Good Handling Technique

1. Stand reasonably close to the load, feet hip-width apart, one foot slightly forward pointing in the direction you are going.
2. Bend your knees and keep your back straight.
3. Get a secure grip on the load.
4. Breathe in before lifting as this helps to support the spine.
5. Use a good lifting technique, keep your back straight and lift using your legs.
6. Keep the load close to your body.
7. Don't carry a load that obscures your vision.
8. Lift slowly and smoothly.
9. Avoid jerky movements.
10. Avoid twisting your body when lifting or carrying a load.
11. When lifting to a height from the floor, do it in two stages.
12. When two or more people lift a load, one person must take control to coordinate the lift.



**CONABEARE
ACOUSTICS**

Question: **Describe how you would lift an object safely.**

Question: **What checks should you carry out before moving off with a load?**

Question: **When two or more people are lifting a load, what should happen?**

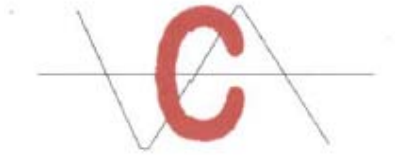
Do you have any questions for me?

What should be your first consideration before manual handling?

What should you do to help support your spine?

Name two hazards when lifting and carrying.

REMEMBER BAD MANUAL HANDLING TECHNIQUES CAUSE INJURIES



TOOL BOX TALK – Number 17 – Safe Stacking of Materials

Reasons for the talk: Unsafe stacking can lead to serious injuries.

Why have the talk: Don't find yourself underneath an unsafe stack.

Outline of the talk: This talk will cover: general points and stacking of bricks, timber, pipes and prefabricated panels.

General Points on Stacking

1. When handling materials wear work gloves and safety boots as necessary, e.g. sharp edges or heavier loads.
2. Only stack material in authorised areas. Never near doorways, access ways or fire escape routes.
3. Stack on a level surface and provide packing.
4. Never make stacks higher than 3 times the minimum base width.
5. Consider in what order materials will be unloaded from a stack and then load it accordingly.
6. Stack close to work area to reduce amount of handling.
7. If material is being lowered by machine, keep hands clear of load.

Question: **Where should materials never be stacked?**

Question: **What should you consider before loading material in a stack?**

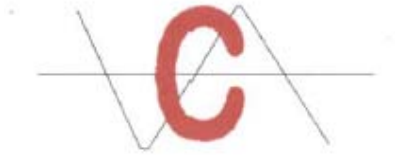
Bricks, Blocks and Palleted Material

1. Ensure base of stack is level. Only stack two packs high.
2. Ensure upper pack is loaded squarely on to a lower one.
3. If banding is damaged or materials are displaced in the pack, do not stack other materials on top.
4. Leave sufficient space between pallets for safe removal.

Question: **If you see damaged banding, what should you not do?**

Timber

1. Racks are the best method of storing small-sized timbers.
2. Joists and larger timbers should be placed on bearers.
3. Try to keep different lengths in separate stacks.



Question: **What should be used when stacking larger timbers?
Large Prefabricated Panels**

1. Stack flat or store secured in designed racks.
2. Don't lean against parts of semi-constructed buildings
3. Don't lean against temporary structures.
4. Don't store upright where panels can be affected by wind.

Question: **Where and how should panels be stacked?**

Pipes and Tubes

1. Where pipes are small in diameter, stack in racks.
2. If large in diameter, securely chock at the base
3. Don't stack in pyramids as they can become unstable.
4. Large concrete rings must be laid flat so that they cannot be moved or rolled by any person, especially children.

Question: **How should you secure large diameter pipes??**

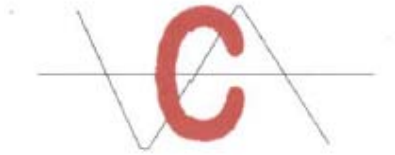
Do you have any questions for me?

Questions for manager/supervisor giving this talk:

How can you reduce the amount of handling?

Where should you not stack large panels?

REMEMBER STACK SAFE – STAY SAFE



TOOL BOX TALK – Number – 18 – Excavations

Reasons for the talk: People die in trenches – the vast majority of fatal accidents occur in trenches less than 1.5 metres deep.

Why have the talk: A cubic metre of earth can weigh over 1.5 tonnes, the only body that can support this is a dead one.

Outline of the talk: This talk will cover: precautions and accidents.

Precautions

1. Before digging check for services – water, gas, electric – always treat as live.
2. Excavations must be supported or battered back where necessary to prevent collapse.
3. Use ladders for access and egress, do not climb supports.
4. Fit edge protection around excavations to protect the general public, regardless of depth of excavation.
5. Keep soil heaps back at least the depth of the excavation from the edge.

Question: **What must you check for prior to excavating?**

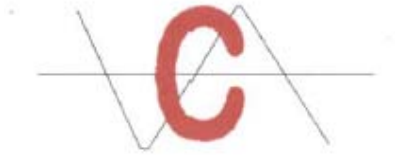
6. Ensure stop blocks are fitted when dumpers are tipping into excavations and that they are guided by a signaller.
7. Wear your hard hat at all times.
8. Never throw tools or materials to someone in an excavation, pass hand to hand or lower them on a rope if too deep to pass.
9. Excavation must be checked prior to entry at start of shift.
10. Weekly inspection must be carried out by a competent person and results must be recorded.

Question: **What precautions must be taken when dumpsters are tipping soil back into the trench?**

Causes of Excavation Accidents

1. Shoring not installed or trench not battered where it was required.
2. Operatives trying to jump across the excavation.
3. Unauthorised removal or alteration of supports or braces.
4. Operatives working beyond the unsupported areas of the excavation.

Question: **Name two causes of accidents when working in excavations.**



5. Operatives re-entering excavations without inspecting walls or shoring after heavy rainfall.
6. Materials falling into excavations due to being placed too close to the edge.
7. Vehicles driving into excavation because timber baulk or stop blocks are not in place.
8. People falling into trenches due to no edge protection being fitted.

Question: **What should be fitted to stop vehicles driving into excavations?**

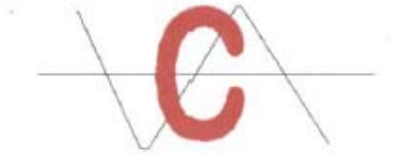
Do you have any questions for me?

General Questions:

When should edge protection be fitted?

When are checks and inspections carried out?

REMEMBER A CUBIC METRE OF EARTH CAN WEIGH 1.5 TONNES – IF YOU GET IT WRONG THE CONSEQUENCES COULD BE GRAVE



TOOL BOX TALK – Number 19 – Asbestos

Reasons for the talk: Up to 3000 people a year, from all industries, die from asbestos related diseases.

Why have the talk: Be aware of asbestos – it could kill you.

Outline of the talk: This talk will cover: where you will find it, how it can affect you and hazardous work.

Where you will find Asbestos

1. Insulation and sprayed coatings used for:
 - Boilers, plant and pipe-work hidden in under-floor ducting
 - Fire protection to steel work, hidden behind false ceilings
 - Thermal and acoustic insulation of buildings
 - Some textured coatings and paints.

Question: **Where will you find insulation and sprayed coatings?**

2. Insulating boards used in the following places;
 - Fire protection to doors, protecting exits and steelwork
 - Cladding on walls and ceilings
 - Internal walls, partitions and suspended ceiling tiles.

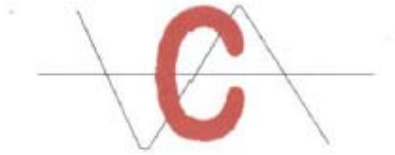
Question: **Where will you find insulating boards?**

3. Asbestos cement, which is found as:
 - Corrugated roofing and cladding sheets of buildings
 - Flat sheets for partitions, cladding and door facings
 - Rainwater gutters and down-pipes.

Question: **Where will you find asbestos cement?**

How Asbestos Can Affect You

1. Asbestos breaks into tiny, long, sharp fibres. They can get lodged and scar the lungs, causing asbestosis or fibrosis.
2. Asbestos fibres may also cause lung cancer.
3. It can also cause mesothelioma, a cancer of the inner lining of the chest wall. This cancer is incurable.



**CONABEARE
ACOUSTICS**

4. Smokers are at much greater risk to asbestos diseases.

Question: **In what ways can asbestos fibres affect you?**

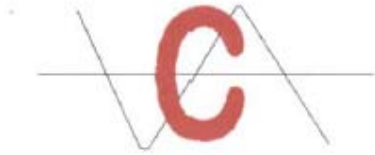
Do you have any questions for me?

General Questions:

What would you do if you thought that you had discovered asbestos materials in your work area?

What diseases can exposure to asbestos cause?

REMEMBER IF YOU SUSPECT ASBESTOS, STOP WORK IMMEDIATELY AND TELL YOUR SUPERVISOR



TOOL BOX TALK - Number 20 – Lead Hazards

Reason for the talk: All persons who work with lead must be aware of the dangers.

Why have the talk: Lead is poisonous, exposure to which must be controlled.

Outline of the talk: This talk will cover: the effects of lead on the body, the methods of controlling exposure and the sources of exposure.

The Effects of Lead

1. Lead has long been known to be a poison (toxic).
2. Uncontrolled exposure can cause headache, tiredness, irritability, nausea etc.
3. Continued exposure could cause damage to kidneys, nerves and brain.
4. Female operatives of child-bearing age should be particularly protected from uncontrolled exposure to lead.
5. Handling clean sheets of lead is regarded as low risk; it is generally when lead is heated, cut, abraded or becomes old and powdery that the risks to health increase.

Question: **Why is it important to control exposure to lead?**

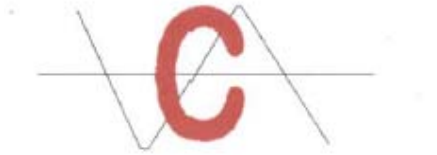
Control of Exposure

1. Employers have a legal duty to prevent or control exposure to lead.
2. Lead can enter the body by inhalation, ingestion or skin contact.
3. If working with lead, your employer must inform you of the risks to your health and the control measures to be applied.
4. You may have to wear PPE to protect against lead fumes, vapour or dust.
5. After working with lead, wash contaminated skin before eating or drinking.
6. Never eat, drink or smoke in areas in which work with lead is carried out.
7. If you work with lead, you may have your blood or urine tested periodically to determine your exposure.

Question: **What is the most likely route of lead entry into the body resulting from your work?**

Sources of Exposure

1. High temperature processes such as smelting, burning or welding.
2. Demolition or restoration work involving old lead or lead painted structures.
3. Cutting of lead with disc cutters.
4. Burning off old lead-based paints.
5. Spray painting with lead-based paints.



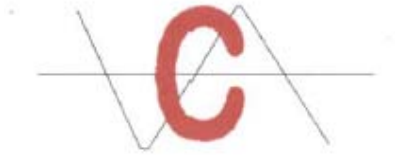
**CONABEARE
ACOUSTICS**

Question: **What activities do you carry out that may expose you to lead?**

6. Work where lead is heated to lower temperatures (such as plumbing and soldering) and work involving handling clean sheets lead are regarded as lower risk activities, but still may require control measures to be put in place.

Question: **Who has responsibility for your health and safety?**

Do you have any questions for me?



TOOL BOC TALK – Number 21 – Protection of Eyes

Reason for the talk: On average, 1000 injuries to people's eyes occur everyday; 75% by impact, 10% by ingress of foreign bodies (dust) and 15% by burns or chemicals.

Why have the talk: The majority of these injuries could have been prevented if eye protection had been worn.

Outline of the talk: This talk will cover: hazards and wearing eye protection.

Potential Hazards to Eyes

1. Using hammers and chisels.
2. The use of compressed air and any gas or vapour under pressure.
3. Work carried out using abrasive materials where sparks may be given off at speed, e.g. using a power cut-off wheel.
4. Work with any tools which will result in chippings being broken off, e.g. using breakers.

Question: **What are the hazards associated with compressed air?**

5. When welding, ultraviolet light is given off which can damage your eyes.
6. The handling of, or coming into contact with, corrosive or irritant substances, such as acids or alkalis.
7. Handling and use of cartridge-operated tools.
8. Cutting of wire or metal strapping under tension.

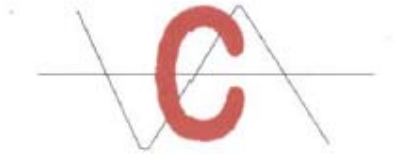
Question: **How can welding affect unprotected eyes?**

Wearing Eye Protection

1. You have a legal obligation to use the eye protection provided in accordance with the regulations.
2. Do not go into areas where eye protection is required unless you are wearing eye protection.
3. Ensure the eye protectors fit you and are fit for the job.
4. Take care of any eye-protection equipment issued to you.

Question: **What must you ensure on being issued eye protection?**

5. Ensure any damaged, lost or unserviceable eye protection equipment is replaced immediately.



**CONABEARE
ACOUSTICS**

6. Ensure that eye protectors are comfortable to wear and kept clean.
7. If you do get something in your eye, get a trained first-aider to remove it – do not use a dirty handkerchief.
8. The place for eye protectors is over your eyes – not on your head or around your neck.

Question: **If you get something in your eye, what should you do?**

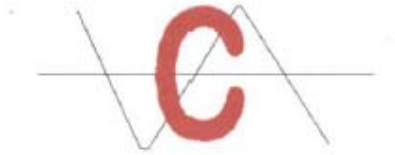
Do you have any questions for me?

General Questions:

What should you do if you damage your eye protectors?

What are the hazards when using a cut-off wheel?

REMEMBER EYE PROTECTORS ARE REPLACEABLE, YOUR EYES ARE NOT



TOOL BOX TALK - Number 22 – Protection of Skin

Reason for the talk: Dermatitis accounts for over half of all working days lost through industrial sickness.

Why have the talk: Some types of dermatitis, if not treated, can lead to cancer.

Outline of the talk: This talk will cover: hazards to skin and precautions to protect your skin.

Contact Hazards to Skin

1. Mineral oils, including fuel oils and mould oils, can give you bad skin conditions, oil acne or even cancer.
2. Skin contact with oily rags in overall pockets can cause testicular cancer.
3. Chemicals, including alkalis, acids and chromates can penetrate skin causing ulcers and dermatitis.
4. Cement can cause chronic dermatitis. Wet cement becomes more alkaline and more harmful to the skin.

Questions: **What hazards are there from contact with mineral oil?**

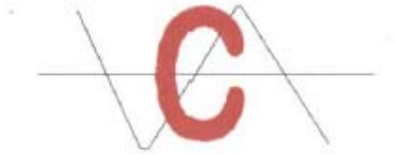
5. Solvents and de-greasers, including paraffin and thinners, dissolve natural oils in skin leaving it open to infection.
6. Tar, pitch and bitumen products cause blisters and oil acne. They can also cause tar warts leading to cancer.
7. Epoxy-resin hardeners, glass fibre, some hard woods and fungicides irritate the skin and can lead to dermatitis.
8. Extremes of sunshine, temperature and humidity make the skin more susceptible to dermatitis and other skin problems.

Question: **What effect do solvents have on your skin?**

Precautions to Protect Your Skin

1. Avoid skin contact with hazardous substances.
2. Wear the correct personal protective equipment.
3. Keep skin clean and use 'after-wash' skin cream.
4. Keep your workplace clean.
5. Get first aid for cuts and grazes and keep them covered.

Question: **What can you wear to protect your skin?**



6. Do not use abrasives or solvents to clean your skin.
7. Do not let synthetic resins or glue harden on your skin.
8. Examine your skin for the appearance of warts, especially on the scrotum (if applicable).
9. Never wear oil-contaminated clothes next to the skin.
10. Too much exposure to the sun can cause skin cancer.

Question: If you notice rashes or warts what would you do?

- **Note to supervisor:** now inform your workforce of the company policy regarding skin care.

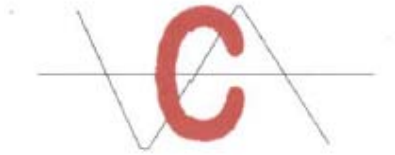
Do you have any questions for me?

General Questions:

What should not be used to clean your skin?

How can exposure to the sun affect you?

REMEMBER IF YOU NOTICE A RASH OR WARTS, SEE YOUR FAMILY DOCTOR AT ONCE.



TOOL BOX TALK – Number 23 – Sun Safety

Reason for the talk: Outdoor workers can experience excessive exposure to the sun's UV radiation and, therefore, are at more risk from skin cancer.

Why have this talk: There are simple steps that you can take to protect yourself. Of which you must be aware.

Outline the talk: This talk will cover: the facts and statistics about skin cancer, who is at risk and how to protect yourself.

Facts and Figures

1. UV (ultraviolet) radiation from the sun is a major cause of skin cancer. Cases have doubled in the last 20 years.
2. 40,000 people are diagnosed with skin cancer and 2000 people die from it each year.
3. Sunlight causes the skin to produce a dark pigment called melanin; this is a sign that the skin has been damaged.
4. Long-term sun exposure speeds up the skins ageing process, making it become more dry and wrinkled.
5. People working outside should consider exposure to UV radiation as an occupational health hazard.
6. A suntan is perceived as 'healthy' but it may not be so.

Who Has Increased Risks of Skin Damage?

1. People with pale skin, fair hair, freckles or a large number of moles.
2. People with a family history of skin cancer and those with excessive exposure to sunlight, such as outdoor workers.
3. The risk is less for people with dark hair and brown or black skin; however, prolonged sun exposure can be bad for all skin types. Do not be complacent.

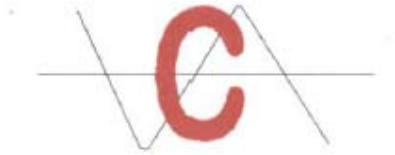
Skin Types

Type 1: White skin, never tans, always burns. Often people with red or fair hair, blue eyes, pale skin and freckles.

Type 2: White skin burns easily, but may tan eventually. May have fair hair, blue eyes and freckles.

Types 1 and 2 must take extra care to avoid strong sunlight or cover up with tightly woven clothing and wear a hat.

Type 3: White skin, tans easily and burns easily. Often with dark hair and eyes and slightly darker skin.



Type 4: White skin, never burns, always tans, darker hair, eyes and skin. Types 3 and 4 should still take care in strong sunlight.

Type 5: Brown skin.

Type 6: Black skin.

Type 5 and 6 are at little risk of skin cancer but it can occur. These types of skin can still darken and even burn in stronger sunlight.

Sun Safety Code

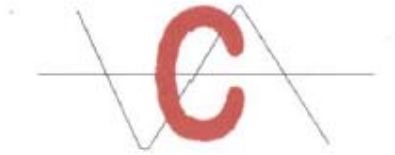
1. Take care not to burn, this can take as little as 10 minutes.
2. Cover up with loose clothing. Keep your clothing on so that you do not expose unprotected areas.
3. Seek shade during the hottest part of the day and take your breaks in the shade.
4. Apply high factor sun-screen generously and frequently to any parts of the body exposed to the sun; SPF15 or above.
5. If you are concerned about moles changing shape or colour and itching, weeping or bleeding, see your GP immediately.

Do you have any questions for me?

General Questions:

Why do so many people die from skin cancer each year?

What is your skin type, and how should you protect it?



TOOL BOX TALK – Number 24 – Personal Protective Equipment

Reason for the talk: The dangers arising from hazardous activities can only be controlled by the use of wearing PPE.

Why have the talk: In many cases it is not possible to completely eliminate hazards by other means.

Outline of the talk: This talk will cover: the measures necessary to ensure that the use of PPE is effective.

What is PPE?

1. PPE is equipment or clothing worn to protect the user from known hazards in the workplace.
2. In construction, the most commonly worn items of PPE are safety helmets and safety footwear.
3. Other examples of PPE are respirators, safety harnesses, ear plugs, safety goggles, protective gloves and some clothing.

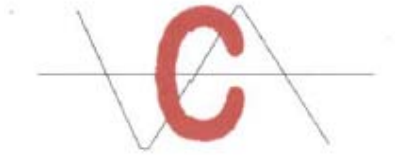
Limitations

1. PPE will only protect the user.
2. It must be worn in accordance with the manufacturers instructions; do not misuse PPE.
3. The actual level of effectiveness is difficult to assess.
4. It must be in good condition to be fully effective; do not mistreat PPE, your health or life may depend upon it.

Question: **How much can your employer charge you for PPE?**

What Your Employer Must Do

1. Assess the risk to employees' health and safety arising from the work activities.
2. Try to organise work activities so that PPE is not necessary.
3. Where PPE is necessary, select appropriate items that suit the wearer and are made to the required standard.
4. Supply employees with the necessary PPE at no cost.
5. Train employees to use it, and explain its limitations where this is necessary.
6. Ensure compatibility if more than one item of PPE is worn.
7. Ensure that PPE is maintained where appropriate.



8. Replace defective or lost PPE, at no cost to the user.

Question: **What factors will determine the life of a safety helmet?**

What you must do

1. Use PPE in accordance with instructions and training given.
2. Return PPE to its accommodation, where provided, after use.
3. Take reasonable care of your PPE and report its' loss or defects to your employer.
4. Not work without PPE when it is know to be necessary.

Question: **In which ways do you think that wearing PPE could increase the dangers to you?**

Do you have any questions for me?

General Questions?

What should you do if you find an item of PPE is damaged?

What should you look for on any item of PPE to confirm that it has been made to the required standard?

REMEMBER PPE CAN BE A LIFE SAVER; USE IT PROPERLY AND LOOK AFTER IT, AND IT SHOULD LOOK AFTER YOU.



TOOL BOX TALK – Number 25 – HFLs and Petroleum-based Adhesives

Reason for the talk: Highly flammable liquids (HFLs) and petroleum-based adhesives are used extensively in construction activities.

Why have the talk: Misuse can result in fires, serious accidents and injury.

Outline of the talk: This talk will cover: the hazards, storage and use of these products.

Identification

1. The highly flammable nature of these products is identified by the appropriate symbol and wording on the container.

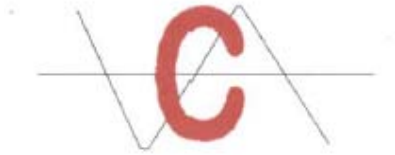
Hazards

1. Highly flammable liquids and petroleum-based adhesives will ignite at relatively low temperatures; they must be kept away from open flames and other sources of heat, including sparks.
2. The vapours from these products are generally heavier than air and will accumulate at floor level if they cannot disperse, so store containers in a manner which does not permit leaking vapour to enter drains, excavations or hollows.
3. The vapours from petroleum-based adhesives can make you drowsy, less attentive to safety and in some cases are toxic.
4. Storage on site of such products should be in chests or cabinets made from non-flammable material.

Question: What highly flammable liquids or petroleum-based adhesives do you use?

Precautions

1. Only keep sufficient quantities at the work place to carry out the immediate job in hand- otherwise, store surplus quantities in the proper store provided.
2. Keep the lid tightly on containers when not in use.
3. Do not use any equipment, which generates heat or sparks (including electrical sparks) in the area in which these products are stored or used.
4. Do not smoke in the area in which these products are stored or used.
5. Wherever possible, use in well-ventilated areas – otherwise respiratory protective equipment (e.g. filter type respirator) may have to be worn.
6. Always follow the manufacturers instructions.
7. Clear up spillages immediately and safely dispose of contaminated cleaning materials.



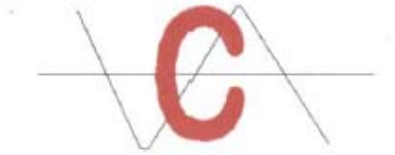
CONABEARE ACOUSTICS

8. If a spillage is within a building, open doors and windows if appropriate, or take other actions to assist vapour to disperse.
9. If appropriate and practical, cover drains to prevent entry of the substance or its vapour after spillage.

Question: **Where should highly flammable liquids and petroleum-based adhesives be stored?**

Question: **Why shouldn't electrical tools be used where these products are in use?**

Do you have any questions for me?



TOOL BOX TALK – Number 26 – LPG and Other Compressed Gases

Reason for the talk; Liquefied petroleum gas (LPG) and other compressed gases, if used safely, are a convenient and valuable source of energy.

Why have the talk: Misuse causes serious accidents and injury.

Outline of the talk: This talk will cover: hazards, use, storage and transport.

Hazards

1. Treat every cylinder as 'full' and handle carefully.
2. Keep cylinders away from the sun, artificial heat, flammable materials, corrosive chemicals and fumes.
3. Avoid damage to valves and fittings. Do not use them for lifting or carrying.
4. When using mixed gases (welding), flashback arrestors must be fitted.

Question: **What should not be used for carrying a cylinder?**

5. Do not smoke when using compressed gases.
6. Do not use cylinders as rollers for moving equipment.
7. In case of fire, call the fire brigade first, then cool cylinders with water spray, if safe to do so.

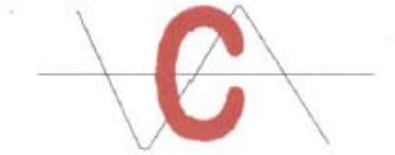
Question: **If a cylinder is on fire, what would you do?**

Use of LPG and Compressed Gas

1. Regular inspection of hoses, cylinders and valves should be undertaken before use.
2. Open cylinder valves slowly and close sufficiently to shut off gas – never use force.
3. Ensure that gloves (if worn) are free from oil and grease.
4. Keep valves and fitting of O₂ cylinders free from oil, etc.

Question: **What should be done before using compressed gases?**

5. Keep gas hoses clear of traffic, hoses may get damaged.
6. Make sure you know the emergency fire procedures including types of fire extinguishers to be used.
7. Ensure fire extinguishers are always available for hot work.
8. If there is a hot work permit or procedure, follow it.



Question: **What must you remember when working close to traffic?
Storage and Transportation of Cylinders**

1. Always secure acetylene in an upright position.
2. Store all cylinders so that they cannot fall or roll.
3. Always lift cylinders from trucks, don't drop or slide them.
4. Move full-size cylinders using a trolley. If not available, get assistance.
5. Transport cylinders in vehicles with good ventilation.

Question: **How should cylinders be stored and transported?**

- **Note to supervisor:** Now inform your workforce of the company policy on hot works permits or procedures.

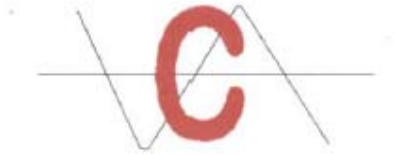
Do you have any questions for me?

General Questions:

What cylinders must be kept free from oil and grease?

What must be remembered when opening cylinders valves?

REMEMBER COMPRESSED GAS AND LPG ARE USEFUL 'TOOLS', BUT POTENTIALLY LETHAL ONES.



TOOL BOX TALK – Number 27 – Vehicle Fuels

Reason for the talk: The amount of plant operating on most sites will result in the use of large quantities of fuel, all of which creates hazards.

Why have this talk: By being aware of the risks, the chance of an accident occurring can be reduced or eliminated.

Outline of the talk: This talk will cover; the hazards created by different fuels and precautions necessary.

Petrol

1. Usually, only a small plant such as disc cutters and chainsaws now run on petrol.
2. Petrol fumes are highly flammable – only refuel plant in well-ventilated areas.
3. Up to 20 litres of petrol only should be stored on the site.
4. Petrol must only be stored in purpose designed containers – 10 litres maximum.
5. No smoking in areas where petrol is stored or decanted.

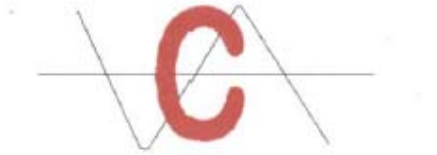
Diesel

1. There are no storage restrictions for diesel fuel.
2. Protective gloves should be worn when handling diesel oil because skin contact can result in irritation leading to dermatitis and infection.
3. As an oil, spilt diesel will cause a slipping hazard on hard surfaces.
4. Diesel oil should be stored in metal cans, which should be kept in a lockable store.

Question: How do you reduce the chance of diesel oil spillage when refuelling plant?

Liquefied Petroleum Gas (LPG)

1. LPG is used mainly as a fuel for small plant vehicles such as dumpers and forklift trucks.
2. Cylinders are of special construction and designed to be mounted on their side.
3. Cylinder connectors and other unions have a left hand thread.
4. Always use the correct size spanner for tightening or loosening connections; hand tight connections will allow leaks.
5. LPG vapour is heavier than air; leaks will accumulate at floor level if not allowed to disperse.



**CONABEARE
ACOUSTICS**

Question: **What arrangements should be made for the storage of LPG cylinders?**

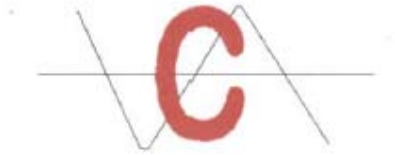
Question: **How can you prevent the accumulation of leaking LPG at floor level?**

6. LPG vapour is highly flammable and must be kept away from sources of heat, naked flames, and sparks, including electric sparks).

Question: **What type of fire extinguisher should you have for hot works using LPG?**

Note to supervisor: Now inform your workforce of the company policy regarding the safe storage of vehicle fuels.

Do you have any questions for me?



TOOL BOX TALKS – Number 28 – Fire Prevention and Control

Reason for the talk: Fire kills more than 1000 people every year and injures thousands more.

Why have this talk: You can prevent fires, you can also start them.

Outline of the talk: This talk will cover: fire prevention, precautions types of extinguisher, and actions on fire.

Fire Prevention

1. Don't hang clothing over or near heating equipment.
2. Don't let paper, oily rags or other rubbish accumulate.
3. Don't smoke in prohibited area.
4. Use proper sealed containers for flammable liquids, not open tins or buckets.
5. Don't overload electric sockets – 'one socket, one plug'.

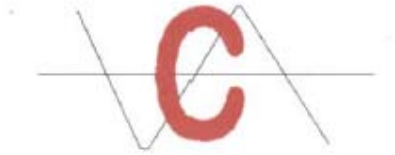
Question: **What should flammable liquids be stored in?**

6. Handle flammable liquids at a safe distance from possible sources of ignition.
7. Ensure there are no adjacent flammable materials before using blow lamps, welding and cutting equipment.
8. Bitumen boilers, soldering irons and gas rings must be on non-combustible stands.
9. Switch off at mains any electrical equipment not in use.

Question: **What checks should you carry out before and after using cutting and welding equipment?**

Fire Precautions

1. Make sure you know what to do in case of fire.
2. Make certain you know your escape route.
3. Keep fire doors clear and unobstructed.
4. Don't obstruct access to fire extinguishers.
5. Ensure you know how to operate the fire extinguishers in your area.



Question: **Name the precautions concerning extinguishers and fire exits**

Fire Extinguishers

1. All new and refurbished extinguishers will be coloured red with a contrasting colour panel to indicate the contents.
2. Water (red) – use on paper, wood and solid flammables.
3. CO2 (black) – use on liquids, gases and electrical fires.
4. Foam (cream) – use on flammable liquids.
5. Powder (blue) – use on all types of fires but primarily fires involving metals, such as aluminium and magnesium.

Question: **What type of fire can water be used on?**

Actions to take in the Event of Fire

1. Raise the alarm and then call the fire brigade.
2. Close the doors and windows to prevent the spread of fire.
3. Evacuate the building or area you are working in.
4. Fight the fire with extinguishers provided but don't put yourself at risk, **don't use water to put out electrical fires.**

Question: **What actions would you take in the event of a fire?**

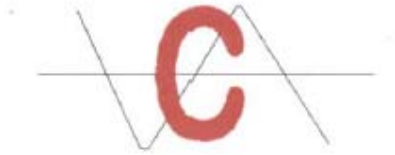
Do you have any questions for me?

General Questions:

What extinguisher must be used on burning liquids?

List five ways of preventing fires on site?

REMEMBER PLAN IN ADVANCE, YOU WON'T HAVE TIME WHEN FIRE BREAKS OUT.



TOOL BOX TALK – Number 29 – Cartridge-operated Tools

Reason for the talk: Cartridge-operated tools are potentially lethal if used recklessly or incompetently.

Why have this talk: Don't mess with cartridge tools – they can kill.

Outline of the talk: This talk will cover: before use, safe use, hazards and after use of tools

Before Use of Cartridge Tools

1. You must be trained, over 18, with a certificate of authority.
2. Read maker's instructions carefully before using tool.
3. Lead tool with a barrel pointing away from you.
4. Never walk around with a loaded tool, load on site.

Question: **Before using a cartridge tool what should you do?**

Hazards When Using Cartridge Tools

1. Cartridge being too powerful for the task.
2. Voids in the structure being fired into.
3. Material being fired into is too thin.
4. Changes in the consistency of material.

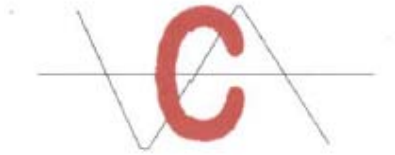
Question: **Before using a cartridge tool what should you do?**

5. Firing into hose of previously attempted fixing.
6. Trying to fix into excessively hard material.
7. Tool not being held square to surface.
8. Fixing too near the edge of material.

Question: **What are the main reasons for ricochets?**

Safe Use of Cartridge Tools

1. Always wear PPE when using cartridge operated tools.
2. Hold the tool at right angles to the job when firing.
3. Check material into which bolt is to be fired. Carry out a test fire first. Check there is nobody behind the target.
4. Allow at least 75mm from the edges of concrete or brickwork.



Question: **How far from the edge of concrete should tool be?**

5. Ensure complete splinter guard is resting on work surface.
6. Never place your hand over the end of the barrel.
7. In the event of a misfire, wait a minute, re-fire it. If nothing happens, wait a further minute before unloading.

Question: **What should you remember about the splinter guard?**

After Use

1. Keep the tool clean and well oiled.
2. Never leave the tool loaded when not in use.
3. Cartridges to be kept under lock and key in a safe place.

Question: **What should you do with the tool after use?**

Note to supervisor: Now inform your workforce of the company policy regarding cartridge-operated tools.

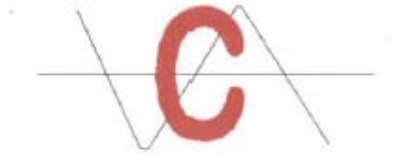
Do you have any questions for me?

General Questions:

If you have a misfire, what should you do?

Before firing into a target, what should you check for?

REMEMBER ALWAYS TREAT CARTRIDGE-OPERATED TOOLS WITH RESPECT



TOOL BOX TALK – Number 30 – Abrasive Wheels

Reason for the talk: **Most** accidents involving abrasive wheels are due to the wrong type of wheel being fitted.

Why have this talk: Wheels should be fitted by a competent person.

Outline of the talk: This talk will cover: hazards and using portable and bench mounted abrasive wheels.

Hazards

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

Question: **What must you remember regarding the speed of the wheel?**

Using Portable Abrasive Wheels

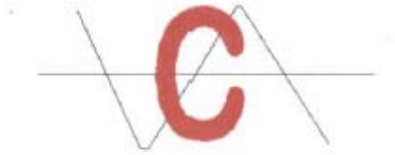
1. Don't mount an abrasive wheel unless authorised in writing and trained to do so.
2. Only reinforce discs to be used on hand-held machines.
3. Check that the maximum wheel speed is greater than the maximum spindle speed before fitting.
4. Adjust the guard to expose the minimum wheel surface necessary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

Question: **What type of disc must be fitted to portable machines?**

Using Bench Mounted Abrasive Wheels

1. Adjust the tool rest as close as possible to face of wheel.
2. Keep the glass screen in the safety position.
3. Keep your fingers below the tool rest level.
4. Use the correct grade of wheel for the work in hand.

Question: **Name two safety considerations regarding bench mounted machines.**



**CONABEARE
ACOUSTICS**

5. Keep the face of the wheel evenly dressed.
6. After fitting, run a replacement wheel for a full minute before attempting to use it. Stand clear during the test.
7. Stop the wheel when not in use.

Question: **How long should a replacement wheel run before using it?**

Note to supervisor: Now inform your workforce of the company policy regarding working with abrasive wheels.

Do you have any questions for me?

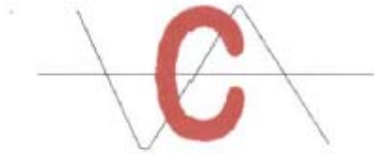
General Questions:

What must be worn when using abrasive wheels?

Which part of the wheel should not be used?

Who should mount and adjust abrasive wheels?

REMEMBER ABRASIVE WHEELS MUST ONLY BE FITTED BY A TRAINED AND COMPETENT PERSON.



TOOL BOX TALK – Number 31 – Electricity on Site

Reason for the talk: **Unseen**, unheard, electricity can cause death or serious injury without warning.

Why have this talk: Your body is an extremely good conductor of electricity – don't find out the hard way.

Outline of the talk: This talk will cover: underground cables and overhead power lines.

Underground Cables

1. Before digging, check plans provided by local electricity company, telephone company and cable TV company.
2. Before digging, use a cable-locating device that is in good working order. Ensure you are trained to use it.
3. Assume all cables are live, unless your supervisor tells you they are dead.
4. Hand dig trial holes to expose cables, look for marker tape or tiles above the cables. Continue using the cable locator to establish exact location.

Question: **Prior to digging, name two things that must be done?**

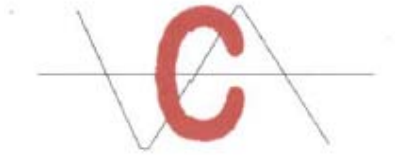
5. When exposed, protect cable from damage and support it.
6. If the cable is accidentally damaged, keep all persons clear until the electricity company has inspected it.
7. If using power tools to break up concrete surfaces, avoid over-penetration as the cable may be directly underneath.

Question: **What action would you take if you accidentally damaged an underground electric cable?**

REMEMBER PLAN – LOCATE – DIG

Overhead Power Lines

1. Treat all overhead lines as live. Don't assume that they are only telephone wires.
2. Ensure you know the maximum clearance distances specified by the electricity company.
3. Do not bypass 'goal posts', barriers or other warnings.
4. Check your route is clear of overhead power lines prior to moving a mobile scaffold tower or metal ladder.



Question: What information should you find out prior to working close to power lines?

5. If signalling always keep power lines in view. Guide plant under power lines where 'goal posts' have been erected.
6. Ensure you observe special precautions laid down by the electricity company prior to working under overhead lines.
7. If erecting scaffolding adjacent to power lines, ensure the poles are handled a safe distance away.
8. Don't stack materials or operate tippers under power lines, it will reduce the safe clearance and can result in arcing.

Question: When erecting scaffolding close to power lines, what precautions must you take?

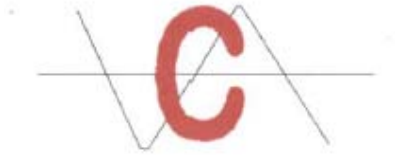
Do you have any questions for me?

General Questions:

What must you remember during back-filling?

As a signaller, what must you always keep in view?

REMEMBER DON'T LET A LIVE TAKE A LIFE!



TOOL BOX TALK – Number 32 – Portable, Hand-held Electrical Tools

Reason for the talk: **Electrical** tools face harsh conditions on site – when misused, they get damaged and dangerous.

Why have this talk: In one year there were 194 reported incidents of electric shock involving portable electric tools.

Outline of the talk: This talk will cover: before use checks, use of electric tools and hazards.

Before-use Checks

1. Make sure the casing isn't damaged – if it is don't use it.
2. Make sure that all cables, plugs or connectors are sound and not damaged.
3. Use tools on correct power supply as instructed on manufactures label. Only 110 volt tools are permitted on site.
4. Ensure tool is properly earthed, unless it is an approved type that does not require earthing.
5. Ensure cable is long enough for your work without straining it.

Question: **What are two things you should check before using a portable electric tool?**

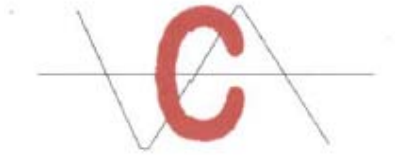
Use of Portable Electric Tools

1. Portable electric tools should only be used for their designed purpose.
2. Ensure switches are working correctly before connection to the power supply.
3. Wear eye protection if there is any risk to your eyes.
4. Disconnect tools when not in use.
5. Electric power tools should be regularly inspected and maintained by a competent electrician.

Question: **When drilling, when should you wear eye protection?**

Hazards

1. Keep power cables off the floor. They may get damaged or trip somebody up.



CONABEARE ACOUSTICS

2. Electrical tools often present a noise hazard – wear ear protection if necessary.
3. Avoid standing on a damp or wet surface when using electrical equipment. Keep equipment clean and dry.
4. Never connect a portable electric tool to a lighting socket.
5. Don't use blunt, worn or damaged bits and accessories.
6. Portable electrical tools, which have become wet should be allowed to dry then checked by a competent person for electrical safety before being re-used.

Question: **What are three potential hazards when using portable electric tools?**

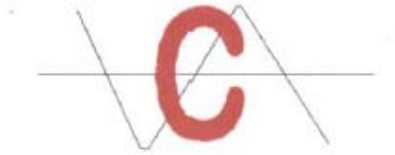
Do you have any questions for me?

General Questions:

What voltage tools should be used on site?

Who should inspect and maintain portable electric tools?

REMEMBER LOOK AFTER PROTABLE ELECTRIC TOOLS AND THEY WILL
LOOK AFTER YOU



TOOL BOX TALK – Number 33 – Lifting Equipment and Operations

Reason for the talk: Lifting must be carried out in a safe manner.

Why have this talk: Unsafe lifting practices result in many accidents and injuries, including some fatalities, each year.

Outline of the talk: This talk will cover: the procedures to follow to ensure that lifting operations are carried out in a safe manner.

Identification

1. Lifting equipment now includes items of plant (such as fork lift trucks and telescopic handlers), all mobile elevating work platforms as well as cranes, electrical hoists, goods hoists, gin wheels, etc.

General Precautions

1. Risk assessments must be prepared for all lifting operations.
2. All lifting equipment must be marked with its safe working load (SWL).
3. Lifting equipment must not be used to move heavier than the SWL.
4. Lifting equipment must only be used by people who have been trained to do so.
5. Never stand under any suspended load.
6. Look for overhead obstructions such as power cables.
7. Ensure that lifting equipment has no obvious defects before using it.

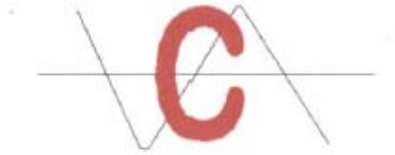
Question: **What restriction is there on a load to be fitted by lifting equipment?**

Question: **Who is allowed to operate items of lifting equipment?**

Fork-lift Trucks and Telescopic Handlers

1. Travel with load in lowest position and don't raise it whilst travelling.
2. Ensure the load is stable and secure.
3. Do not carry passengers unless a passenger seat is fitted.
4. Do not use to lift people unless suitable adapted.

Question: **How should the load be carried when travelling up a slope?**



**CONABEARE
ACOUSTICS**

Cranes

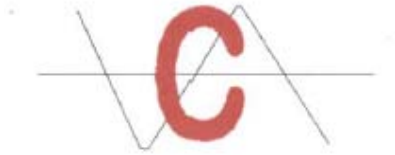
1. Use cranes to lift and lower loads vertically, don't drag loads.
2. At least one trained signaller (banksman) must supervise lifting operations.
3. It may be necessary to attach tag lines to the load to stabilise it when lifted.
4. Beware of changing weather conditions or wind speed making lifting operations unsafe.

Question: **What checks would you carry out prior to use?**

Mobile Elevating Work Platforms

1. Use only on firm, level ground.
2. Use outriggers or stabilisers where necessary.
3. Except for scissor lifts, users should wear a safety harness clipped to machine.

Do you have any questions for me?



TOOL BOX TALK – Number 34 – Lifting Accessories

Reason for the talk: Several fatal accidents occur each year involving lifting gear, caused by misuse or neglect of equipment.

Why have this talk: It is people who cause accidents, not equipment.

Outline of the talk: This talk will cover: slings, chains, shackles and hooks and eyebolts.

Slings

1. Check SWL on sling against load to be lifted.
2. Rope slings need not be marked with the SWL, provided that a certificate of test is available and SWL is known.
3. Don't use fibre rope or wire slings for hot loads and keep them away from welding or flame-cutting operations.
4. Ensure no broken ends in wire slings or chafing on fibre ropes.

Question: **What must you check before using a sling?**

5. Check condition of splices, rings and thimbles on slings.
6. A sling doubled round a shackle has a SWL equivalent only to that of a single part of the rope.
7. Protect wire rope or nylon slings from sharp edges.

Question: **What happens if you double a sling around a shackle?**

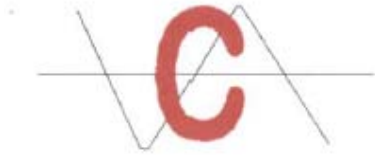
Chains

1. Make sure chain is not kinked or twisted.
2. Don't shorten a chain by knotting it
3. Never lengthen a chain by joining pieces together.
4. Don't lubricate chain slings – oil can pick up abrasive materials such as sand or grit.
5. Don't expose chains to acids or corrosive substances.

Question: **Why shouldn't you lubricate chains?**

Shackles

1. Use the right type of shackle for the job in hand.
2. Don't use any shackle, which isn't marked with the SWL.



3. Check bow and pin for damage, destroy if doubtful.
4. Ensure pin is free, but not loose, in tapped hole.
5. When using a shackle with 'nut and bolt' pin, the pin should be free to rotate when nut is tight.

Question: **What would you check on a shackle before use?**

Hooks and Eyebolts

1. Check both hooks and eyebolts carefully for cracks, cuts, dents and corrosion pits.
2. Swivel hooks should rotate freely.
3. Always mouse hooks unless fitted with safety catch and make sure the catch operates freely.
4. Check centre line of eye is central with threaded portion.

Question: **What checks should be carried out on hooks and eyebolts before using them?**

Do you have any questions for me?

General Questions:

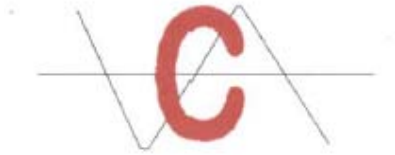
What must you have before using a rope sling?

Name two things you must not do when using chains?

What would you do with a distorted shackle?

If a hook isn't fitted with a catch, what would you do?

REMEMBER A CHAIN IS ONLY AS STRONG AS ITS WEAKET LINK – KNOW THE SWL OF ALL LIFTING GEAR.



TOOL BOX TALK – Number 35 – Signallers and Slingers

Reason for the talk: Heavy objects are lifted around sites by cranes regularly – the potential for danger is obvious.

Why have this talk: Signallers and slingers must be trained and competent to sling and signal safely.

Outline of the talk: This talk will cover: lifting gear, before lifting, during lifting and potential hazards.

Lifting Gear

1. Check lifting gear for kinks and frays daily.
2. Chains must not be joined by means of bolts or wire.
3. No lifting gear must be used unless its SWL is marked.
4. Don't use improvised slings or single leg of multiple sling.
5. Store chains, ropes, strops and slings in dry conditions.

Question: **What should be marked on lifting gear?**

Before Lifting

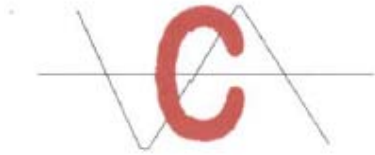
1. Wear a safety helmet and high visibility clothing.
2. Make sure you know the weight of the load to be lifted.
3. Ensure hooks are 'C' type or fitted with safety catch.
4. Ensure you can see crane driver – if you can't, use radios.
5. Ensure radios are fully charged at start of shift.

Question: **What things should you check before lifting?**

During Lifting Operations

1. Use approved hand signals clearly and distinctively.
2. Protect wire ropes and slings from sharp edges of the load with soft wood or other suitable packing.
3. Ensure correct pin in shackle is used and screwed home.
4. Ensure hook is central to stop load swing when raised.
5. Ensure load is lifted off the ground and is free and correctly slung before hoisting.

Question: **How do you protect lifting gear from sharp edges?**



6. Always use a guide rope to steady the load.
7. Stand well clear of a load being lifted.
8. When the crane is in operation don't leave the area unless you are relieved by another signaller.
9. Warn the crane operator of any obstructions to the load.
10. To avoid damage to lifting gear, loads should be landed on timber or other suitable bearer.

Question: **What are your duties when the load is in motion?**

Hazards

1. Never tie knots in chains to shorten them.
2. Riding on loads is strictly prohibited.
3. Don't use lifting gear for other purposes, e.g., towing.
4. Keep all persons not involved in lifting operations away from vicinity, especially children and the general public.

Question: **Name two hazardous acts regarding lifting.**

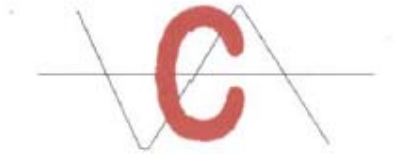
Do you have any questions for me?

General Questions:

What should you check on lifting gear before use?

What must you look out for during lifting operations?

REMEMBER YOU ARE THE EYES OF THE CRANE DRIVER



TOOL BOX TALK – Number 36 – Plant and Equipment

Reason for the talk: The unsafe use of plant can lead to injuries to the user and others.

Why have this talk: Operators of power operated plant and equipment must be trained in the use of the equipment.

Outline of the talk: This talk will cover: safe operating procedures for plant and equipment, although lifting equipment, woodworking machines, MEWP's and electrical hand tools are covered in other Tool Box Talks.

Identification

1. Plant and equipment can be mobile or static equipment used in construction.
2. Examples are: dumper trucks, mortar mixer, bar-bending machine, welding set.

General Precautions

1. Plant and equipment should only be used by people who have been trained.
2. Consider the risks to other people who are nearby when operating plant and equipment.
3. Before use, ensure that plant and equipment have no obvious defects.
4. Bring any defects to the attention of your supervisor.
5. Be aware of any pre-used checks and carry them out.
6. Do you need a means of communication with others during use?

Question: **What should happen before anyone is allowed to operate plant or equipment?**

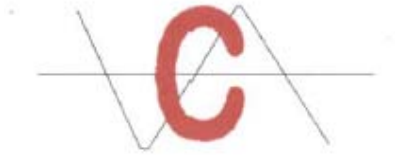
Mobile Plant and Equipment

1. Do not carry passengers unless the plant is designed to do so.
2. Observe site speed limits and one-way systems.
3. If necessary, obtain assistance when reversing.
4. Carry out daily checks, e.g. brakes, oil, lights and tyres.
5. Be cautious when handling rear-wheel steer and centre-pivoting plant.

Question: **What are the usual before use checks?**

Question: **Where is the danger area when rear-wheel plant is turning?**

Static Plant and Equipment

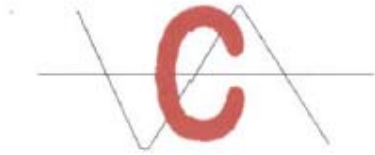


CONABEARE ACOUSTICS

1. Includes plant, which can be moved but remains in one place during use.
2. If fitted with wheels, ensure brakes are on or wheels are securely chocked.
3. If engine-driven, ensure exhaust gases cannot accumulate.
4. If electric-powered, ensure supply cable and plug cannot be damaged.
5. Ensure all guards are in position.
6. Consider the need for barriers around the equipment to protect others.

Question: **Give an example of an item of static plant or equipment.**

Do you have any questions for me?



TOOL BOX TALK – Number 37 – Mobile Plant

Reason for the talk: On many occasions it has been proved that the use of mobile plant can be lethal in untrained hands.

Why have this talk: Safe operation of mobile plant requires competence, which is a combination of training and experience.

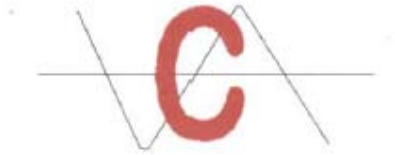
Outline of the talk: This talk will cover: the dangers associated with mobile plant and how they can be overcome.

The Dangers

1. Certain items of plant, such as dumpers and forklift trucks, are particularly prone to overturning if used unsafely.
2. Ground work activities account for the greatest number of accidents involving mobile plant.
3. Many accidents are caused by plant being used unsafely by untrained, unauthorised operatives.
4. Many people are injured or killed by mobile plant that is reversing without the assistance of a signaller.
5. The very nature of some mobile plant means that the driver has only limited visibility from the driving position.

General Precautions (Drivers)

1. Never be tempted to use mobile plant unless you have been properly trained, hold a CTA card and have been authorised.
2. Operators of mobile plant should carry out daily pre-use checks of their vehicles and report any defects noticed.
3. In many cases it will be necessary for a signaller to assist the driver during reversing.
4. Ideally, sites will be planned to that the need to reverse is kept to a minimum; if so, do not reverse unnecessarily.
5. Obey site speed limits and one way systems.
6. When parked, ensure the parking brake is on and the wheels are chocked if necessary. Runaway plant causes accidents.
7. If mobile plant is left where children might congregate after working hours, ensure it is immobilised and in a safe state.
8. Use stop-blocks where provided to prevent over running.
9. Mobile plant should only be refuelled at designated refuelling points by operatives who have been trained to do so.
10. Don't carry passengers unless the plant is designed to do so.



Question: **List the common points in the daily pre-use check.**

General Precautions (Other People)

1. On some large sites, the routes of mobile plant and private vehicles cross; make sure you know who has priority.
2. Try to keep well away from operating mobile plant; on well-organised sites, mobile plant and pedestrians are segregated.
3. If your safety is at risk from any item of mobile plant when you are doing your job, stop work and report it to your supervisor.
4. Be aware of other hazards such as noise, you may need to wear PPE such as ear muffs or plugs because of plant working near you.

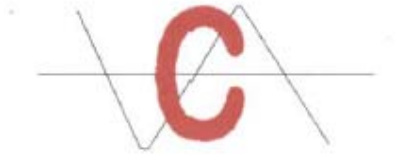
REMEMBER MOBILE PLANT IS THERE TO HELP YOU, DON'T LET IT HARM YOU.

Do you have any questions for me?

General Questions:

What actions should you take when leaving mobile plant overnight near to a public highway?

How, if at all, would you expect traffic to be controlled where a haul road crosses a site access road?



TOOL BOX TALK - Number 38 – Site Transport

Reason for the talk: Site transport carries people and materials. The carriage of both should be carried out in safety.

Why have this talk: Many accidents have occurred in the past because site transport was operated in an unsafe manner.

Outline of the talk: This talk will cover: the dangers associated with site transport and how they can be overcome.

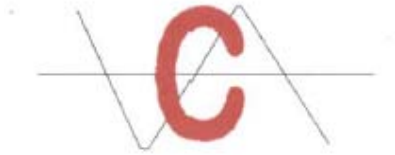
General Precautions

1. Never be tempted to drive site transport unless you have been properly trained. You must hold a CTA card if necessary an appropriate class of driving licence and have been authorised.
2. Drivers of site transport should carry out daily pre-use checks of their vehicles and report any defects found.
3. Many people are injured or killed by site transport that is reversing without the assistance of a signaller.
4. The very nature of some site transport means the driver has only limited visibility from the driving position.
5. Drivers should obey site speed limits and one way systems.
6. When parking, ensure the parking brake is on and the wheels are chocked if necessary. Many accidents have been caused by items of runaway site transport.
7. If site transport is left where children might congregate after working hours, ensure it is immobilised and in a safe state.
8. Use stop blocks where provided to prevent over running.
9. Site transport should only be refuelled at designated refuelling points by operatives who have been trained.

Question: What precautions should be taken to prevent environmental pollution at refuelling points?

Site Transport for Carrying Materials

1. Site transport used for carrying materials must not be overloaded; drivers must know the maximum safe load.
2. Loads that could fall off must be adequately secured.
3. Ideally, sites will be organised so that the need to reverse is kept to a minimum; if so, do not reverse unnecessarily.



4. If you are involved in, or working near, tipping operations, keep well clear whilst materials are actually being tipped.
5. Stay well clear of the un-propped bodies of tipper lorries.
6. Site transport intended for carrying materials must not carry passengers unless it is designed to do so.

Site Transport for Carrying People

1. Drivers of people-carrying site transport have a particularly important responsibility; theirs is a valuable cargo.
2. In many cases it will be advisable to exclude people carrying site transports, such as crew buses, from all but access roads.
3. People-carrying site transport is more likely to travel on public highways and so must comply with relevant legislation.
4. Passengers on people-carrying site transport must always act in a responsible manner and not endanger the vehicle.

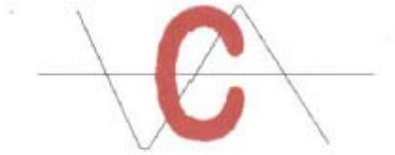
Note to supervisor: Now inform your workforce of company policy for ensuring the competency of site transport drivers.

Do you have any questions for me?

General Questions:

How is limited visibility on some vehicles over come?

What would you do if asked to drive an item of site transport on which you had not been trained?



TOOL BOX TALK – Number 39 – Safe Working at Height

Reason for the talk: Over 40% of major injuries on construction sites involve falls from heights.

Why have this talk: 50% of falls over 2 metres end in death. Don't end up as a statistic.

Outline of the talk: This talk will cover: before working on roofs, hazards and safe working at height.

Before Working at Height

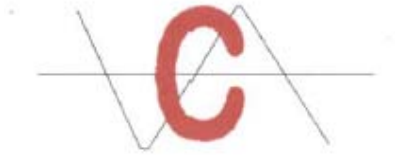
1. Before any work or access onto a roof, fragile materials should be identified and precautions decided.
2. Roof-edge barriers (or scaffold) must be erected to prevent people and materials falling.
3. Access ladders must extend at least 1 metre above the stepping off point and must be secured.
4. Where access ladders rise above 9 metres, a safe intermediate platform must be provided.
5. Ladders must be rested at the correct angle (1 unit out for 4 units in height).

Question: **What should be identified before at height starts?**

Hazards of Working at Height

1. If you can fall more than 2 metres, guard-rails and toe boards must be erected.
2. Hazards resulting from adverse weather conditions must be anticipated and suitable precautions taken.
3. LPG cylinders should be located at least 4 metres away from heat source. Spare bottles to be kept to a minimum.
4. Don't allow rubbish to accumulate, as this is liable to cause accidents. Use a chute or lower materials properly.
5. Wet, windy or icy weather can seriously affect safety.

Question: **Above what height must edge protection, toe-boards and guard-rails be erected?**



Safe Working on Roofs

1. Only competent operatives may be used for roofing work.
2. Crawling boards or ladders must be provided and used where the roof is liable to collapse under a person's weight or the roof is sloping with a pitch over 10 degrees.
3. Where work is of short duration and the provision of guard-rails and toe boards is impracticable, safety harnesses must be used with suitable anchorage points provided.
4. If using bitumen boilers, they require a drip tray.
5. Openings must be covered or guarded, if removed for the passage of workers or materials, replace immediately.

Question: **When must crawling boards or ladders be used?**

- **Note to the supervisor:** Now inform your workforce of company policy regarding working at height.

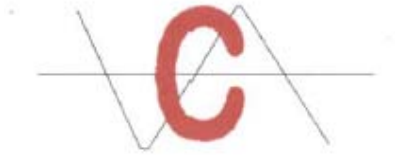
Do you have any questions for me?

General Questions:

How far should ladders extend above a stepping off point?

If work is of short duration what safety precaution should be taken?

REMEMBER THERE IS NO SAFE HEIGHT TO FALL FROM



TOOL BOX TALK – Number 40 – Safety Inspection and Consultation

Reason for the talk: Everyone at work has a moral and legal duty to prevent accidents.

Why have this talk: Employees who are aware of unsafe activities can take the necessary reporting actions to prevent accidents occurring.

Outline of the talk: This talk will cover: the benefits of safety inspections and consultation.

Why have Safety Inspections?

1. To reduce accident rates suffering and the associated direct and indirect costs.
2. High accident rates result in higher insurance premiums, increased distribution and therefore lower profits.

Safety Inspection

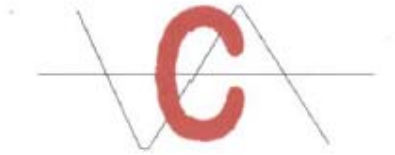
1. Employers have a legal duty to seek competent health and safety advice.
2. Someone with responsibility for health and safety will carry out safety inspection to detect shortcomings in health and safety on site.
3. Actions will be taken to put right the shortcomings.
4. Safety inspections confirm the employer's commitment to health and safety.

Question: **How do you think you could be involved with safety audit?**

Consultation

1. Employers have a legal duty to consult with employees on matters of health and safety.
2. Employers may appoint safety representatives through whom employees can raise matters of concern on health and safety.
3. If there are matters of health and safety, which concern you, you should bring them to the attention of your employer.

Question: **Has your employer appointed a safety representative? If so, do you know who it is?**



Union Safety Representatives

1. Recognised trade unions have the right to appoint safety representatives.
2. Safety representatives, upon giving notice, can carry out safety inspections.
3. Where there are members from more than one trade union working in the same area, a safety representative from each union may carry out inspections of that area.
4. If you have a union-appointed representative, you should know his or her identity.
5. If you are a trade union, which has an appointed safety representative, you should be able to take any concerns about health and safety to him or her.
6. Employers must set up a Safety Committee if it is requested by union-appointed safety representatives.

Question: **Who is your trade union Health and Safety representative?**

Do you have any questions for me?

- **Note to supervisor:** Now inform your workforce of the arrangements for health and safety inspections within your company.



TOOL BOX TALK – Number 41 – First Aid

Reason for this talk: The priorities of first aid are to; save life, prevent casualty's condition getting worse and to evacuate to medical help as soon as possible.

Why have this talk: If you know basic first aid, you could save a life.

Outline of this talk: This talk will cover: before first aid, when first aid is required and basic first aid.

Before First Aid is Required.

1. Ensure you know where the first aid kit is kept.
2. Know who the first aider and appointed persons are.
3. You must have a small travelling first aid kit if you are working in a small group away from the main site or if you use potentially dangerous tools or machinery.
4. Know where the phone is and understand the procedure for calling the emergency services.

Question: **When would you need a first aid kit of your own?**

When First Aid is Required

1. Remove the hazard from the casualty if safe to do so.
2. Call for help, e.g. first aider.
3. Send someone to phone for an ambulance if necessary.
4. Don't move the casualty unless they are in immediate danger.

Question: **On finding a casualty, what is the first thing to do?**

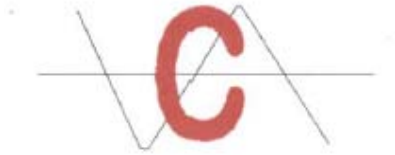
5. Remain with the casualty and give reassurance.
6. Make the casualty as comfortable as possible.
7. Don't give drinks or food to casualty, moisten lips only.
8. Don't allow casualty to smoke.

Question: **What would you do until a first-aider arrived?**

Basic First-aid May Save a Life

1. Do you know how to resuscitate and start the heart?
2. Do you know how to stop major bleeding?
3. Do you know how to treat scolds, burns and shock?

- If you don't you need to think about first-aid training.



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Other Considerations

1. First-aid cover must include shift work.
2. Someone must have responsibility for re-stocking first-aid boxes.
3. The first aid equipment provided must be appropriate for the nature of the work and the number of operatives.
4. First-aiders should be easy to identify – usually a sticker on the safety helmet.

- **Note to the supervisor:** Now inform your workforce of the company provision for first aiders and first-aid kits, actions to be taken in event of an emergency and the location of the emergency telephone.

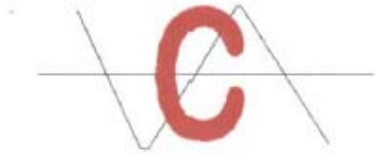
Do you have any questions for me?

General Questions:

What should you know before an emergency arises?

What are the priorities of first-aid?

REMEMBER IF YOU KNOW FIRST-AID YOU COULD SAVE A LIFE.



TOOL BOX TALK – Number 42 – Working in Confined Spaces

Reason for the talk: Not knowing the dangers of confined spaces has led to deaths of many workers.

Why have this talk: The dead often include ill-equipped rescuers.

Outline of this talk: This talk will cover: hazards, before entry, work in confined spaces and emergency procedures.

Hazards

1. Oxygen-depleted or enriched environments.
2. Presence of suffocating, toxic or flammable atmosphere.
3. Actual or potentially hostile environment (inside plant).
4. Biological hazards, Weil's disease from rats urine.
5. Confined spaces include; cellars, chambers, pits, tanks, manholes, sewers, tunnels and some excavations.

Question: **What hazards may be found in confined spaces?**

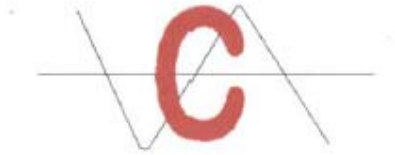
Before Entering a Confined Space

1. Don't enter a confined space until a risk assessment has been carried out by a competent person.
2. Check for flammable or toxic gases and O₂ content.
3. If breathing apparatus is required, don't enter confined space until you are trained to use it. Obey Permits to Work.
4. You must be fit and healthy to enter a confined space.
5. Check communications and monitoring equipment.

Question: **What must you check for before entering a confined space?**

Working in Confined Spaces

1. Work will be controlled by a Permit to Work, which will include arrangements for rescue.
2. Wear protective equipment and clothing provided.
3. Only BASEFFA approved electrical equipment is to be used where flammable gases may be present.
4. Don't eat, drink, smoke, use naked flames or allow exhaust fumes in close proximity to point of entry.



5. Wash hands at the end of each shift.

Question: **Name three safety points regarding confined spaces.**

Emergency Procedures

1. Make sure recovery winch and apparatus is working.
2. Locate position of nearest phone and understand emergency procedure.
3. Don't attempt a rescue without first raising alarm and wearing breathing apparatus.
4. The first duty of any rescuer is to ensure their own safety.
5. Leave confined space immediately if told to do so.

Question: **As a rescuer, what must you be wearing?**

Note to supervisor: Now inform your workforce of the company policy regarding working in confined spaces.

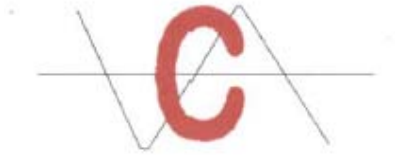
Do you have any questions for me?

General Questions:

What areas could be classed as confined spaces?

Who should carry out an assessment of the confined space before entry?

REMEMBER DO NOT ENTER A CONFINED SPACE UNTIL THE RISKS HAVE BEEN ASSESSED.



TOOL BOX TALK – Number 43 – Buried Services

Reason for the talk: Every year, hundreds of people are injured and some killed due to contact with buried services.

Why have this talk: 70,000 instances of damage and 150 injuries per year show there is room for improvement.

Outline of this talk: This talk will cover: gas, water mains, sewers and colour coding for buried services.

Gas

1. Check gas company plans before digging.
2. Dig carefully by hand to establish location of pipes.
3. Mark all known pipes.
4. Remember gas has a flammable and explosive content.

Question: **What must you do before digging?**

5. At the slightest hint of gas escape, leave area and do not smoke. Call gas company and emergency services.
6. Don't drop tools onto mains. It may cause cracking to pipes.
7. Modern, smaller diameter house mains are often plastic – don't confuse them with electric cables.
8. Follow gas company specifications for back-filling.

Question: **If you notice gas escaping, what would you do?**

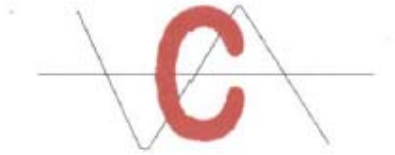
Water Mains

1. Trace line of main by trial pits and mark all known pipes.
2. Burst pipes can fill an excavation quickly. If damaged, call the water company.
3. Remember, water at high pressure can be fatal.
4. Ladder access should be provided in the excavation.

Question: **How would you find the line of the water main?**

5. Don't leave a length of pipe unsupported.

Question: **What must you remember with unsupported pipes?**



Sewers

1. There is a danger to health if a foul sewer is fractured – leave excavation and report to the water company.
2. Wear PPE due to risk of contamination from sewage. Wash hands before eating, drinking or smoking.
3. If you break a storm water sewer and rain is falling, vacate the excavation as flooding may occur at any time.
4. Read Tool Box Talk on Weil's disease. If you feel unwell, report to your doctor.

Question: **What hazards are there when working on sewers?**

Colour Coding System for Buried Services

- | | |
|------------------|--------------------|
| 1. Black or Red | Electricity |
| 2. Blue | Water |
| 3. Yellow | Gas |
| 4. Grey or White | Telecommunications |
| 5. Green | Cable Television |

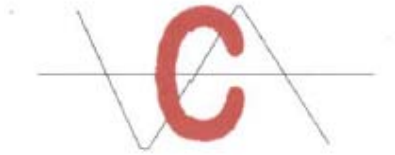
Do you have any questions for me?

General Questions:

What are the colour codings for buried services?

Before back-filling, what must you find out?

REMEMBER ALL BURIED SERVICES HAVE THE POTENTIAL TO CAUSE INJURY OR ILLNESS.



TOOL BOX TALK – Number 44 – Mobile Elevating Work Platforms

Reason for the talk: MEWP's of various types are used extensively to gain access.

Why have the talk: They are very useful items of plant if used correctly but can be very dangerous if not used in a safe manner.

Outline of the talk: This talk will cover: the hazards and safe operating methods for mobile elevating platforms.

Hazards

1. Operatives falling from height due to unsafe work practices.
2. Overturning of the machine due to poor operating technique or unsatisfactory ground conditions.
3. Collision with other vehicles (knuckle or elbow of boom moving into the path of other traffic).
4. Tools and materials, etc. falling from height.
5. Contact with high level, live electrical cables and other obstructions.
6. Exhaust fumes, if using in a confined area.
7. High wind speeds and other adverse weather conditions.

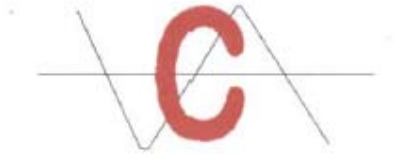
Question: **What particular hazards are in your current work area?**

Precautions

1. All operators of mobile elevating work platforms must be trained in their use.
2. Operators should only operate the types of mobile elevating platform for which they have been trained.
3. Always check that the machine is stable before use.
4. Use outriggers or stabilisers, where necessary.
5. Except for scissor lifts, users should wear a safety harness clipped to machine.
6. Ensure that the ground conditions are suitable for the type of machine in use.
7. Do not load the machine beyond its safe working load.
8. If your work involves removing equipment or materials from a structure, don't forget to allow for the extra weight.

Question: **How can you determine the safe working load of any machine?**

9. When manoeuvring in a confined area or where members of the public are at risk, always use a signaller.
10. Be prepared to stop work and return to ground level if the wind speed or weather conditions deteriorate to an unacceptable level.



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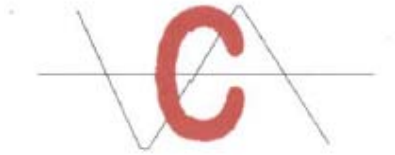
Question: How can you find out who is qualified to operate a MEWP on this site?

Refuelling

1. Always turn the engine off before refuelling.
2. LPG-powered machines must be refuelled in open spaces where any spillage can easily and quickly disperse.
3. It is good practice to carry out refuelling of all machines in the open air.
4. Avoid skin contact if refuelling diesel oil, and clean up any spillage to avoid a slipping hazard.

Question: Where is spare fuel stored and refuelling carried out on this site?

Do you have any questions for me?



TOOL BOX TALK – Number 45 – Working Over Water

Reason for the talk: 75% of all drowning occurs in inland waters.

Why have the talk: Male drowning is most common, due to bravado, foolishness and lack of safety awareness.

Outline of this talk: This talk will cover: prevention of drowning and rescue from the water.

Prevention of Drowning

1. Working platforms must be properly constructed including toe-boards and guard-rails. Secure boards to prevent being dislodged by rising water or high winds.
2. Ladders should be lashed.
3. Safety harnesses must be worn where appropriate.
4. Lighting must be adequate for night work and must illuminate the immediate surrounding water surface.

Question: **What should be available for emergencies?**

5. Check on your work mates at frequent intervals.
6. Materials must be stacked in order to maintain clear access.
7. Tools not in use must be stowed away.
8. Ensure that pontoons are properly loaded, stable and securely moored.

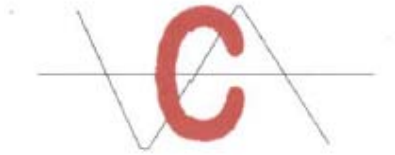
Question: **Where must tools and materials be stacked?**

9. Ensure deck access and egress are clean and don't become slippery. Deal quickly with hazards.
10. If there is a risk of falling in, wear a life jacket or buoyancy aid – a life jacket will automatically turn an unconscious person in a face up position in the water, a buoyancy aid will not.
11. Ensure you only embark at suitable landing points.
12. Don't remove guard rails – they are there for your safety.

Question: **When should a life jacket or buoyancy aid be worn?**

Rescue from the Water

1. Ensure you don't work alone, so that one of you can always raise the alarm.
2. Ensure your life saving equipment is available and checked at the start of every shift.
3. Where a safety boat is provided, check the equipment at the start of every shift.



Question: **What should be checked at the start of each shift?**

4. Rescue boats must be continuously manned by competent persons during night work and in tidal water.
5. Powerful spotlights should also be available.
6. Ensure you are familiar with emergency drills.
7. Report defects to person in charge immediately.
8. Be aware of the dangers from Weil's disease.

Question: **When should rescue boats be manned?**

- **Note to Supervisor:** Now inform your workforce of the company policy regarding working over water.

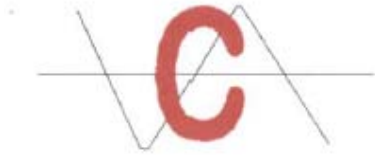
Do you have any questions for me?

General Questions:

Why shouldn't you work alone?

Who should man a rescue boat?

REMEMBER FOOLISHNESS AND BRAVADO OVER WATER LEAD TO PEOPLE GETTING DROWNED.



TOOL BOX TALK – Number 46 – Waste Management

Reason for the talk: Good housekeeping is an essential part of site safety.

Why have the talk: Accumulated waste materials and substances can turn into risks to health and safety in several ways.

Outline of the talk: This talk will cover: the risk to health and safety resulting from poor housekeeping.

General Precautions

1. Separate different types of waste into separate skips if there is such a system.
2. If there is a COSHH skip, make sure that all used containers of substances are put in it – do not mix with general waste.
3. Remove all nails from scrap timber to avoid foot injuries to other people.
4. Securely bag or bundle lightweight waste to prevent it being scattered by the wind.
5. Waste created at height must be returned to ground level in a safe manner, not thrown down.

Question: **Where would you dispose of unused substance containers on this site?**

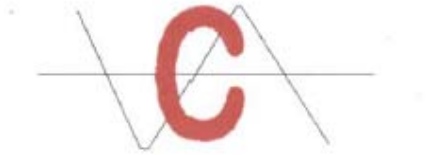
Skips

1. If a skip is to be positioned in the road, a Council permit is required.
2. A skip on the road must be coned off at all times with adequate lights at night.
3. Don't overload skips – load up to the top of the sides.
4. Don't attempt to ride in a skip – waste material could move and injure you.

Fire

1. Accumulations of combustible material could provide the fuel for a large fire.
2. Dispose of combustible waste in the skips or bins provided as soon as practical after you create it.
3. Don't dispose of used LPG cylinders or aerosol cans in with general waste.
4. The burning of waste material is banned on most sites – don't light bonfires and don't light fires in skips.

Question: **Where on this site should waste timber and cardboard be disposed of?**



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Special Waste

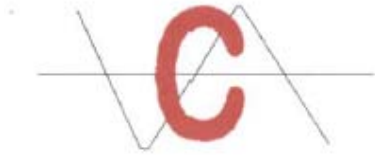
1. Special arrangements have to be made for the removal of certain hazardous substances, such as asbestos, from site.
2. These substances must not be mixed in with general waste.

Food Waste

1. Discarded food waste will encourage the presence of rats and other vermin.
2. The presence of rats brings with it the possibility of catching Weil's disease.
3. Dispose of food waste in secure bins – do not leave it lying about.

Question: **How can the presence of rats be discouraged?**

Do you have any questions for me?



TOOL BOX TALK – Number 47 – Pollution Control

Reason for the talk: In recent years there has been increased attention to pollution control.

Why have the talk: Lack of control leads to harm to persons and to the environment.

Outline of this talk: This talk will cover: sources of pollution and ways in which operatives can ensure that they don't contribute to pollution of the environment.

Sources of Pollution

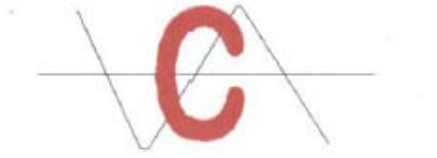
1. Pollution can effect the air, land or watercourses.
2. Smoke, fumes, dust, exhaust emissions and vapours all pollute the air.
3. Uncontrolled use of chemicals, oils, fuels and other harmful substances can contaminate the land.
4. In some cases, land pollutants can enter water courses and pollute domestic water supplies many miles away.
5. Excessive noise levels are also regarded as a form of pollution.
6. Work with asbestos, lead and radiation are other sources of pollution for which strict control measures must be in place.

Question: **What substances do you use which could pollute the land.**

Control of Pollution

1. Always use harmful substances with care and dispose of used containers in the proper manner.
2. Store bulk quantities of substance such as diesel, oils, greases etc, on a hard standing to avoid seepage of leaks and spills into the ground.
3. If practical, create a bund wall around the hard standing to prevent spillage reaching the surrounding land.
4. Try to avoid running plant powered by internal combustion engines inside buildings or in enclosed spaces – allow exhaust emissions to disperse.
5. Do not leave engines of plant running when they are not being used.
6. Electrically powered plant and equipment is more environmentally friendly.
7. Engine driven plant and equipment should be regularly serviced to stop or reduce leakage of oils and other fluids.
8. Place drip trays under engine-powered plant where necessary to avoid contamination of the land and, possibly, water courses.
9. Reduce noise levels arising out of your work activities where possible.
10. If you are aware of any leak or spillage of any substance which you believe could result in pollution, inform your supervisor immediately.

Question: **What practical measures can you take to prevent pollution?**

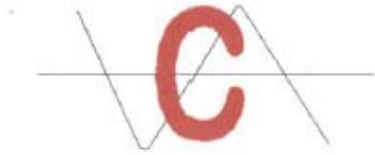


**CONABEARE
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Question: **What plant do you use that could be a source of pollution?**

Do you have any questions for me?

- **Note to supervisor:** Now inform your workforce of the company policy and procedures for the control of pollution.



TOOL BOX TALK – Number 48 – Welfare Arrangements

Reason for the talk: Adequate welfare facilities should be provided on all sites.

Why have the talk: The provision of adequate toilets, wash basins, drying rooms and rest areas are essential for the well-being of site staff.

This talk will cover: The factors which determine whether site welfare facilities are adequate.

General Welfare

1. Enough toilets, wash basins, drying space and rest areas must be provided to cope with the number of operatives on site.
2. Toilets and wash basins must be properly maintained and kept clean – hot and cold water must be provided.
3. If you change out of 'street' clothes into working clothes, a changing area should be provided with storage facilities for your 'street' clothes.
4. Rest areas should include one or more rest rooms which must be arranged so that non-smokers are protected from the effects of cigarette smoke.

Question: **What changing areas are available for your use on this site?**

Operatives Responsibilities

1. Site staff should expect to use welfare facilities without finding them dirty, vandalised or covered by graffiti – leave them as you would expect to find them.
2. Use the appropriate rest area depending upon whether you are a smoker or not.
3. Tell you supervisor if you are aware that welfare facilities are being deliberately damaged or otherwise misused.

Question: **What are your responsibilities with respect to welfare facilities?**

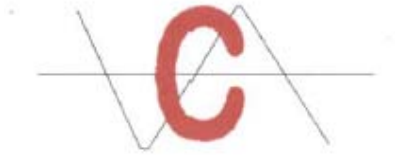
Question: **What would you do if you saw a toilet block being vandalised?**

Food Safety

1. Larger sites may provide hot or cold food as part of welfare arrangements.
2. All food must be stored, handled and prepared in hygienic conditions.
3. Anyone preparing food for others must observe good standards of personal hygiene, not smoke in food preparation areas and report certain illnesses.
4. Where a cooker or microwave oven is provided for you to prepare your own food, ensure the food is thoroughly cooked – undercooked food can lead to food poisoning.
5. Dispose of waste food safely, do not encourage rats or other vermin.

Question: **What is the danger to health from rats?**

Do you have any questions for me?



TOOL BOX TALK – Number 49 – COSHH

Reason for the talk: Hazardous substances can be used in, or created by, the construction process.

Why have the talk: Ignore a hazardous substance today and you may wish you hadn't tomorrow.

This talk will cover: Risk assessment, hazards, control measures and safe use of substances.

Risk Assessment

1. Management must carry out a risk assessment to find out whether:
 - Exposure to a substance can be eliminated?
 - Alternative work methods can reduce exposure?
 - A less hazardous substance can be used?
2. Any substances with a hazard warning label has the potential to cause harm – assess the risk before using it.

Question: **Before using a substance, what should you consider?**

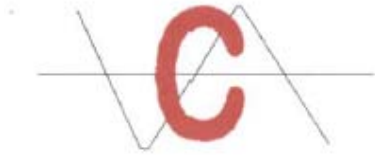
Hazards

1. How you could be affected by a hazardous substance:
 - Ingestion – eating contaminated food.
 - Inhalation – breathing harmful; dust or fumes.
 - Absorption – chemicals entering through cuts, etc.
2. Examples of hazardous substances on construction sites:
 - Contaminated ground
 - Concrete ad-mixtures
 - Cement
 - Solvent fumes
 - Hard wood dust
 - Resins
 - Epoxy-based paints
 - Welding fumes
 - Asbestos
3. Don't mix chemicals or substances.

Question: **Name three ways a substance can enter your body**

Control Measures

1. When using hazardous substances, wear the correct PPE.
2. Know how to look after and use PPE correctly.



3. Know where washing and first-aid facilities are on site.
4. Ensure hazardous substances are put back into a secure location after use and not left out on site.
5. Don't store hazardous substances above head height.

Question: **Where should substances be put at the end of a shift?**

Use of Substances

1. Make sure you are trained to use hazardous substances.
2. Read and comply with the information on the hazard data sheet and the instructions on the product label.
3. Don't eat, drink or smoke when handling substances.
4. Don't expose workers to fumes, dust, gas or other dangers from hazardous substances due to your work.
5. Always wash at the end of each shift and before eating.

Question: **Where can you obtain information about the hazardous substance you are using?**

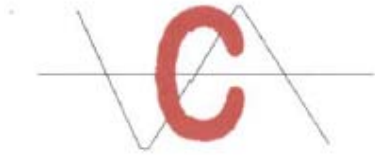
Do you have any questions for me?

General Questions

What can you wear to protect against substances?

Name five hazardous substances you may find on site?

REMEMBER KNOW WHAT PPE TO WEAR TO PROTECT AGAINST THE HAZARD.



TOOL BOX TALK – Number 50 – Control of Dust and Fumes

Reason for the talk: Exposure to dust and fumes must be prevented or controlled.

Why have the talk: Breathing in dust or fumes can lead to long-term health problems.

This talk will cover: Some sources and dangers from dust and fumes, and examples of precautions that can be taken.

Some Sources of Harmful Dust and Fumes

1. Cutting, sanding and grinding of some materials will create harmful dust.
2. Welding and gas cutting of metals can create harmful fumes.
3. Heating metals, such as lead will create harmful fumes.
4. Work with old lead can expose you to lead oxide dust (white, powdery deposits), which are also harmful.
5. Burning off old lead-based paints can also create harmful fumes.
6. Stripping out or other work involving fibrous insulation (such as asbestos or fibreglass insulation) can release harmful dust into the air.

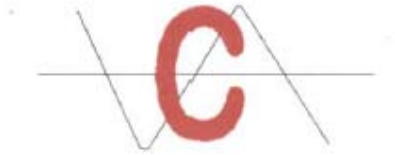
Question: **What work do you carry out that creates harmful dust or fumes?**

Some Health Risks from Breathing in Dust or Fumes

1. Silica dust from cutting or scabbling concrete can cause lung disease.
2. Dust from cutting or sanding hard wood can cause nasal cancer.
3. Asbestos dust can cause cancer of the lungs or lining of the chest cavity.
4. Welding fumes can result in 'metal fume fever', which has flu-like symptoms.
5. Breathing in the fumes from solvents and paint can lead to nausea, drowsiness, headaches and eventually unconsciousness and death in extreme cases.
6. Investigations are continuing into possible harmful effects of breathing in dust from synthetic insulation materials such as fibreglass matting.

Precautions

1. Where it is possible, the job should be planned to eliminate harmful dust and fumes.
2. If elimination is not possible, harmful dust and fumes must be controlled so that they are not breathed in by anyone.
3. Some tools and plant are fitted with dust extraction and collection devices – if these are available, use them.



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ACOUSTICS**

4. If your employer has provided portable extraction equipment, use it.
5. It may be necessary for you to wear PPE to protect yourself from the effects of dust or fumes – make sure you know how to use it properly.
6. Consider the effects that your work may be having on other people.

General Questions:

What types of RPE are suitable for use with hazardous dust and fumes?

How do you inform others that you will be creating harmful dust or fumes?

Do you have any questions for me?



TOOL BOX TALK – Number 51 – General Site Health & Safety

Reason for the talk: All persons on site have a legal responsibility to conduct their activities in a safe manner.

Why have the talk: It is against the law for you to endanger yourself or other by your actions or omissions.

This talk will cover: Responsibilities under health and safety legislation and on-site safety.

Your Health and Safety Responsibilities

1. Comply with the Health and Safety at Work etc. Act 1974 or you could be liable for the same penalties as your employer.
2. You have a duty to look after yourself and others affected by what you do and don't do.
3. Always report any fault or defect, which could endanger our health and safety.
4. You must comply with all safety requirements laid down by your employer.
5. Don't abuse or damage any PPE supplied for your safety.
6. Never carry out work of a dangerous nature or operate machines unless you are trained to do so.

Question: **What duty do you have to yourself and others?**

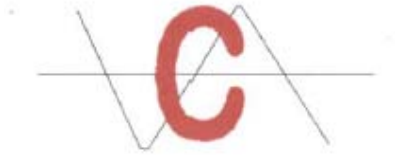
Question: **What should you not do regarding the use of PPE?**

One-site Safety

1. Don't drink and drive – it could cost you your job.
2. Don't use drugs, even outside work time, you could be putting yourself and your workmates at risk.
3. Don't leave rubbish lying about, clean up as you go.
4. Don't obstruct gangways or stairs with tools or materials.

Question: **What must you remember with stairs and gangways?**

5. Gather up all the off-cuts of brick, plasterboard, timber, reinforcing bars and any other material.
6. Route all cables and hoses out of the way. Where possible, suspend them above head height.
7. An accumulation of waste material provides a good starting point for fire. Don't let it happen.



Question: **What should you remember about trailing cables?**

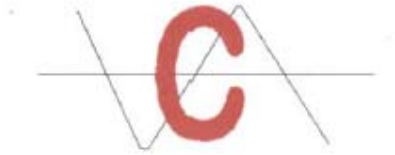
8. If tools get damaged, get them repaired or replaced.
9. When working at height, secure loose objects so they can't fall and injure someone.
10. Remove nails from timber to prevent foot injuries.
11. Store flammable substances, fuel, propane, foam and plastics in a safe place, no next to a fire exit.

Question: **What should you consider when working at height?**

- **Note to supervisor:** Now inform your workforce of the company policy regarding site rules: wearing PPE, site transport, Fire prevention and Permit to Work systems.

Do you have any questions for me?

REMEMBER ON-SITE HEALTH AND SAFETY IS YOUR RESPONSIBILITY AS WELL.



TOOL BOX TALK – Number 52 – Legal Duties of Employees

Prepare: Location? Distractions? Talk aids?

Reason: Employees should be aware of their legal duties.

Why: You cannot comply with the law if you are not aware of what it says

Outline: This talk will cover: the legal duties of employees under the Health and Safety at Work Act 1974 and Regulations.

Framework of Health and Safety Law

1. The Health and Safety at Work Act 1974 provides general guidelines on the way in which work activities are to be carried out.
2. More detailed guidance is provided through the issue of Regulations which also carry the full force.

Employees' legal duties under the Health and Safety at Work Act

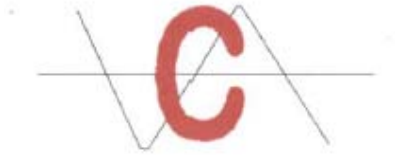
1. You must safeguard your own health and safety and that of others (e.g. other operatives and members of the public) who may be affected by your actions.
2. You must co-operate with your employer to help them comply with their legal duties.
3. You must not to interfere with anything provided for health and safety.

Question: Give two examples of interfering with items provided for health and safety.

Question: Describe one way in which you can assist your employer to comply with his or her legal duties.

Employees' Legal Duties under Regulations

1. Some of the legal duties imposed on employees by Regulations are:
 - **General Safety-** to follow the training and instructions provided when using the machinery, equipment, dangerous substances, transport equipment or safety devices. Report any defects, which you believe could endanger health or safety.
 - **PPE-** you must see in accordance with training and instructions given. Report loss or damage and store correctly after use.



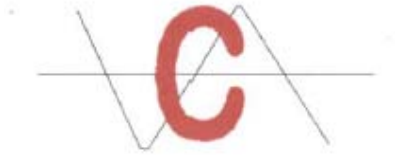
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- COSHH- you must make use of any control measures provided to enable you to avoid contact with hazardous substances.
- Noise- you must wear hearing protection devices and take other actions that your employer may decide are necessary to protect your hearing.
- Manual Handling- you must make use of any system of work provided by your employer to eliminate or reduce the risk of manual handling injuries.
- Electricity- you must co-operate with your employer and follow instructions with regard to working safely.

Question: **What would you do if you found that your safety helmet was damaged?**

Question: **If you suffered a back injury whilst lifting a heavy load and you had not followed your employer's instructions to get someone to help, do you think that the court would be sympathetic to a claim for compensation?**

Do you have any questions for me?



TOOL BOX TALK – Number 53 – Safety in Demolition

Prepare: Location? Distractions? Talk aids?

Reason: This is high-risk work. Falls and premature collapse of structures are the greatest risk.

Why: Make sure you know the health and safety method statement for your demolition.

Outline: This talk will cover: before and during the demolition, also hazards on a demolition site.

Before the Work starts

1. Ensure you have been briefed and you know exactly what you should be doing.
2. Make sure you follow the method statement.
3. Ensure you know where demolition plant will be operating.
4. Plant used for demolition must have protected cabs.

Question: **What must you know before starting?**

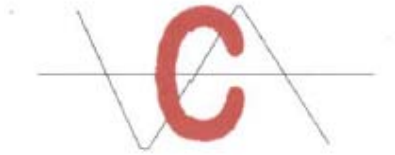
5. Don't enter a building if it appears to be unsafe.
6. Find out from your supervisor if there are any live services.
7. Find out if there are any hazardous materials in the structure e.g. acids from industrial processes, asbestos from pipe lagging or biological hazards from old hospitals.

Question: **What must you do before entering a building?**

During the Demolition

1. Demolition must be supervised by a competent person.
2. Ensure you wear your personal protective equipment.
3. Respirators are required in dusty conditions.
4. Work from correctly erected scaffold platforms or towers and hydraulic or crane-handled work baskets.

Question: **What protective equipment should you be wearing?**



5. When cutting steel, secure gas bottles, use flashback arresters; store spare bottles in compounds; take care with horses and provide means of putting out fires.
6. Before burning rubbish on site, check that it is permitted.
7. Replace damaged sheeting or hoardings designed to protect other workers or the public.

Question: **When using cutting equipment, what should you do?**

Hazards on Site

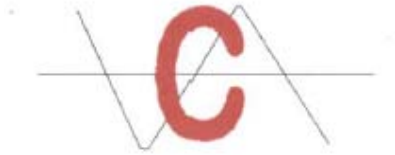
1. Don't overload floors with material, they will collapse.
2. Don't demolish walls and floors adjacent to other workers.
3. Damp down to reduce dust, and keep noise to a minimum.
4. Signallers must be provided where machines are used adjacent to other workers or the public.

Question: **What should you do to keep the dust down?**

- **Note to the supervisor:** Now inform your workforce of the company policy regarding demolition.

Do you have any questions for me?

REMEMBER DEMOLITION IS DANGEROUS- FOLLOW THE RULES



TOOL BOX TALK – Number 54 – Security on Site

Prepare: Location? Distractions? Talk aids?

Reason: Site security is essential for the protection of people and materials.

Why: Unauthorised persons will probably not aware of the hazards associated with construction sites.

Outline: This talk will cover: the hazards to unauthorised visitors and ways of preventing unauthorised access.

What the Law Says

1. Under the law, trespassers have a right to expect not to be put at risk if they enter a construction site, particularly children who are less than aware of danger.
2. On the larger sites, the CDM regulations place a specific duty on the main contractor to ensure that unauthorised persons do not gain access to the site.

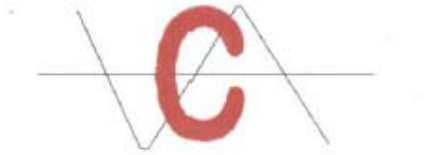
Question: **Why should you prevent unauthorised access to the site?**

Some Risks to the Unwary

1. Children often find that construction sites are exciting places to play- ensure they cannot gain access after normal working hours.
2. Power tools, plant and equipment may be too tempting if not disabled or locked away; they could be stolen or cause injured to the inexperienced.
3. Hazardous substances which you may be familiar with and use daily may cause serious injury to unauthorised persons; lock them away when not in use.

Remove Temptation

1. Ensure that an effective system of access control is operated.
2. Remove ladders from scaffolds or securely board up the lower rungs to prevent access at the end of each working day.
3. Check that the perimeter hoarding or fencing is intact and is to a standard, which does not encourage unauthorised entry.
4. Remove keys from plant and equipment when not in use.
5. Remove materials from view and secure any tools, equipment and materials which might tempt thieves on to the site after normal working hours.



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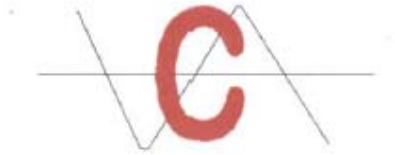
Question: How can you prevent the theft of tools, equipment and materials?

Question: How can you remove temptation for children to play on scaffold and in excavations?

Dealing with Trespassers

1. Ask suspected trespassers who they wish to see and, if necessary, escort them to site security. If they are genuine visitors, they will not mind being challenged.
2. Ensure that trespassing children are escorted off the site immediately.
3. Do not put yourself in a position where you could be accused of assault.

Do you have any questions for me?



TOOL BOX TALK – Number 55 – Safety with Steelworks

Prepare: Location? Distractions? Talk aids?

Reason: Operatives should be aware of the hazards associated with the erection of steelworks

Why: This potentially dangerous activity poses risks to the safety of those erecting the steelwork and of others who are in the vicinity.

Outline: This talk will cover: the hazards associated with the erection of steelwork and the precautions to be taken.

Hazards

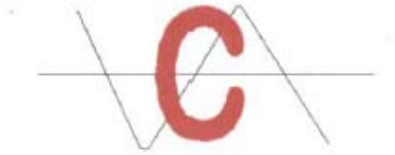
1. Operatives falling from height are a common source of injury in the construction industry- ensure that you are never at risk of falling.
2. Falling tools and materials etc. are a hazard to others when you are working at height.
3. Electrocutation from live overhead electrical cables may be a hazard.
4. Many cranes have toppled during lifting operations because of poor technique.
5. There is always a danger of impact injuries, including head injuries, when beams are being lifted and installed.

Question: **What measures could be taken to avoid contact with overhead cables?**

Question: **How can the length of time spent working at height be reduced?**

Precautions

1. Erection will invariably involve the use of a crane- all lifts must be supervised by a competent person and involve the use of qualified slingers.
2. When working at height, work from a stable working platform wherever possible.
3. When a platform is not practical, wear a safety harness and falls arrest device- ensure that you are clipped to a secure anchorage point at all times.
4. Ensure that there is a safe mean of access to high level places of work.
5. Be aware of the dangers to others below- cordon off the area at ground level.



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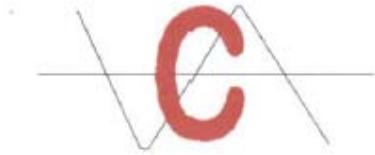
6. The use of cranes over long periods of time will mean that you have to consider:
 - Whether the ground conditions can support the crane
 - The area required by the crane as it slews- including, in some cases, consideration for the general public
 - The proximity of buried ducts or pipes which may affect crane stability
7. Always wear the appropriate PPE.
3. Don't move along beams by 'straddling' unless absolutely necessary.

Question: **What should you consider as your next choice of working at height when it is not practical to erect a scaffold?**

Question: **What additional precautions would you take before 'straddling' a beam?**

Question: **What type of safety harness should be worn, and why?**

Do you have any questions for me?



TOOL BOX TALK – Number 56 – Health on Site

Prepare: Location? Distractions? Talk aids?

Reason: Many types of work-related health matters are on the increase.

Why: Health matters are overlooked by construction operatives.

Outline: This talk will cover: types of health issues affecting construction workers and the preventative measures.

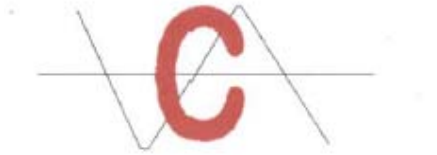
How's Your Health?

1. Contact with some hazardous substances can result in a severe form of dermatitis, which could result in sufferers having to give up their trade.
2. If you have asked the presenter of this talk to speak up, you may be suffering from work-induced hearing loss.
3. How's your suntan? The short term effects are sunburn and blisters, also there are 40,000 new cases of skin cancer each year resulting from too much sun.
4. What about your weight? Try to eat a healthy, well-balanced diet.
5. All dust is hazardous to health, some types more so than others. Particularly beware of silica and hardwood dusts, which can cause long-term health problems including cancer.
6. Fumes from solvents and paints can cause headaches and make you feel sick, breathless or light headed. Your concentration and safety will be affected.
7. Breathing in welding fumes can bring on illness with flu-like symptoms.
8. Do your working hours or working conditions leave you feeling stressed out? Effects such as anxiety, poor decision-making and loss of concentration will adversely affect your safety and maybe that of others.

Question: Do you feel that you can do more to protect your health and well-being?

What are You going to do About it?

1. Hazardous substances must be assessed before they are first out to use- use the appropriate control measures including the wearing of PPE.
2. 'Hand inspectors' are becoming a common event with the 'at risk' trades.
3. If working in a noisy environment, wear hearing protection.
4. Resist the temptation to get a suntan- keep your shirt on.
5. Site canteens don't always offer the most healthy food- is eating some where else or bringing your own food a practical and healthier alternative?

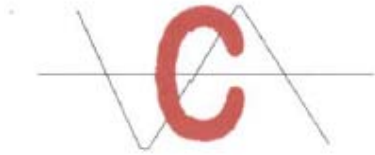


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6. Be prepared to wear facemasks or respirators when the level of dust or fumes in the air becomes a hazard- your employer should assess the situation.
7. Workplace stress is a growing problem. It is not easy to admit to, but you must address the issue with your employer. If you are stressed, you are not safe.

Question: **What would you do if you thought that your work could adversely affect the health of another person on the site?**

Do you have any questions for me?



TOOL BOX TALK – Number 57 – Weil’s Disease

Prepare: Location? Distractions? Talk aids?

Reason: The presence of rats on site must be discouraged.

Why: Weil’s disease can be fatal, don’t become a statistic.

Outline: This talk will cover: the effects and symptoms of Weil’s disease, the measures you should take to avoid it, and who may be at risk.

Weil’s Disease- What is it?

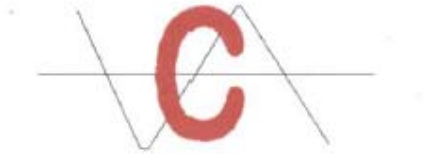
1. Weil’s disease, which is also known as Leptospirosis, is a kind of jaundice.
2. The disease enters the body through breaks in the skin, and through the lining of the mouth and nose.
3. It is caused by contact with water contaminated by the urine of rats and other small mammals such as mice and voles.
4. It starts as a mild illness, which can be easily cured if treated early enough.
5. If left untreated, it becomes more serious and can be fatal.
6. The problem is very similar to flu and it is possible that you could ignore the symptoms or be treated for the wrong illness.

Question: What should you do if you become aware of an increasing rat population?

What can I do About it?

1. Don’t encourage the presence of vermin, carefully dispose of waste food especially on sites that are wet or adjacent to rivers and lakes etc.
2. Do not handle the carcasses of dead rats or other small mammals.
3. If you are at risk, cover up all cuts and abrasions with a waterproof dressing and wear appropriate protective clothing.
4. If you frequently work near water, carry a card or tag saying that you may be at risk of catching the disease.
5. Be aware that you can catch the disease if you get water in your mouth and nose after falling in.
6. See your doctor immediately if you think that you are infected.

Question: If you have flu-like symptoms after falling into water that may be contaminated, what should you tell your doctor?

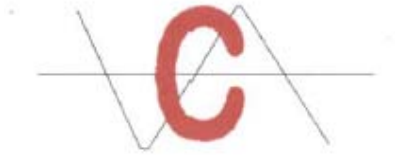


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Who is at Risk?

1. All operatives who may come into contact with contaminate water.
2. Particularly the operatives who work regularly in or near water, such as those engaged in:
 - Work on sewers and other drainage systems
 - Work on canals and similar conservation projects
 - Work on tunnelling.

Do you have any questions for me?



TOOL BOX TALK – Number 58 – Personal Hygiene

Prepare: Location? Distractions? Talk aids?

Reason: In many ways, the standards of personal hygiene will depend upon the controller of the site to provide adequate facilities.

Why: You must look after yourself, and you should expect the controller of the site to provide adequate facilities.

Outline: This talk will cover: the price that you may have to pay for poor standards of personal hygiene and what you can do to prevent it.

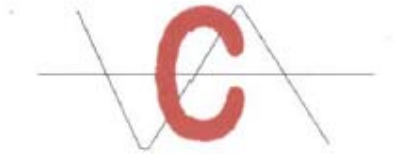
What You Should Expect

1. Enough toilets, wash basins, drying space and rest areas; the number will depend upon the number of people on site.
2. Washing facilities must have hot (or warm) water, cold water, soap and some means of drying yourself.
3. The opportunity to use the above facilities as necessary.
4. The above facilities to be cleaned on a regular basis.
5. Instructions must be provided on how to protect yourself from the effects of any hazardous substances that you may use.
6. If canteens prepare food, it must be in hygienic conditions.

Question: **What should you do if you find that the toilets are not being cleaned often enough?**

Your Side of the Deal

1. Use toilets, wash basins (or showers, if provided) as necessary to maintain a high level of personal hygiene.
2. Wash your hands after using the toilet and before eating.
3. Leave toilets, wash basins, drying and rest areas clean and in good condition for other users.
4. Avoid contamination of the skin by substances hazardous to health, e.g. cement; comply with any given instructions given.
5. Do not leave, or prepare, your own food in unhygienic conditions.
6. If you are unwell, see your doctor if necessary and stay away from work if instructed to do so.

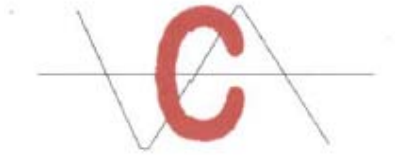


Question: What is the correct action to take if you know the identity of someone who repeatedly vandalises the toilets?

If You (or Someone Else) gets it wrong

1. Gastroenteritis (sickness and diarrhoea) can be the result of poor personal hygiene.
2. The transfer of harmful bacteria from hand to mouth is the usual route of entry into the body.
3. Failing to wash your hands after using the toilet or handling infected material is a common route of transfer.
4. You could transfer bacteria from your hand to another surface, which someone else then touches and transfers to their mouth; someone else suffers because of your poor standards.
5. Would you like to lose time off work (and money) because of someone else's low standards of personal hygiene?
6. Other stomach complaints may be caused by failure to clean work-related substances from your hands before eating.
7. Being caught, or being reported for, urinating elsewhere but in the toilets should lead to instant dismissal.

Do you have any questions for me?



TOOL BOX TALK – Number 121 – Slips, Trips and Falls.

Prepare: Location? Distractions? Talk aids?

Reason: Every year many injuries occur through slips, trips and falls.

Why: Most of these injuries are easily preventable with a little care.

Outline: This talk will cover: the causes and prevention of slips, trips and falls.

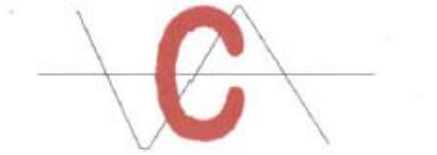
Why do they occur?

1. Most injuries from slips, trips and falls occur because of poor housekeeping.
2. Many items such as coiled cables, hand tools, lengths of pipe or timber etc. left on the ground will trip someone up if not deposited in a safe position.
3. Spilt substances such as oils and greases will form a slip hazard if not immediately cleaned up.
4. General debris such as brick and block fragments etc. can quickly accumulate and form a tripping hazard if not cleaned up as created.
5. Trailing cables are another frequent cause of tripping.
6. Mud left on the rungs of a ladder by the previous user will represent a slipping and falling hazard for the next person.
7. Reduced levels of natural light, for example during winter afternoons, can easily increase the tripping hazards if adequate access lighting is not provided. Tools, equipment and materials, which are visible in full daylight might be hidden in semi darkness.

Question: What can you do in your job to reduce tripping hazards?

What Can You do About it?

1. Clear up waste materials as you create them. Lightweight waste should be bagged or bundled, and nails removed from waste timber.
2. Do not leave tools, equipment or unused materials lying about on the floor.
3. If you are using substances, which could possibly spill. Ensure that you have a means of effectively clearing up the spillage.
4. As far as possible, route cables for power tools above head height. If cables have to be routed at floor level, try to avoid crossing pedestrian walkways.
5. If the site is muddy, scrape off your boots before climbing ladders or walking anywhere else where it might be a danger to others.
6. Be aware of the increased risks of tripping as the level of natural light fades; ensure that all tools, equipment and materials are stored in a safe location.



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Question: **What would be an effective way of clearing up split liquid?**

REMEMBER TIDY UP AS YOU GO, YOUR CARELESSNESS COULD CAUSE SERIOUS INJURIES TO SOMEONE ELSE.

Do you have any questions for me?