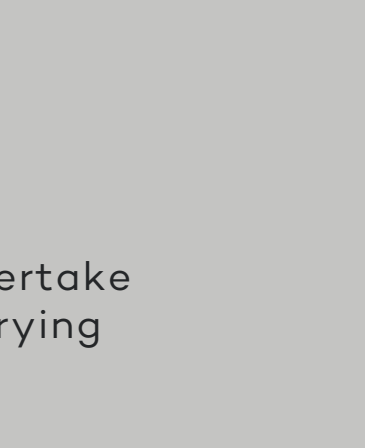


TOOLBOX TALKS

PROVISION AND USE OF WORK EQUIPMENT



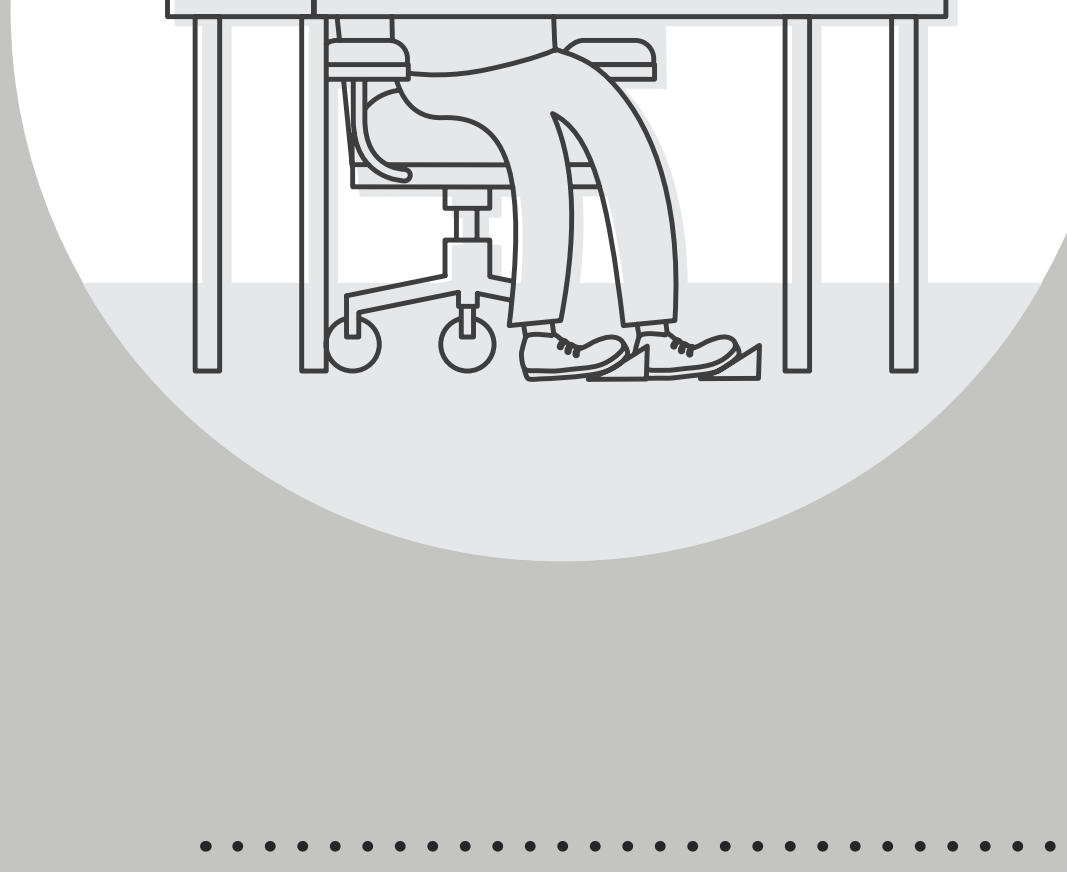
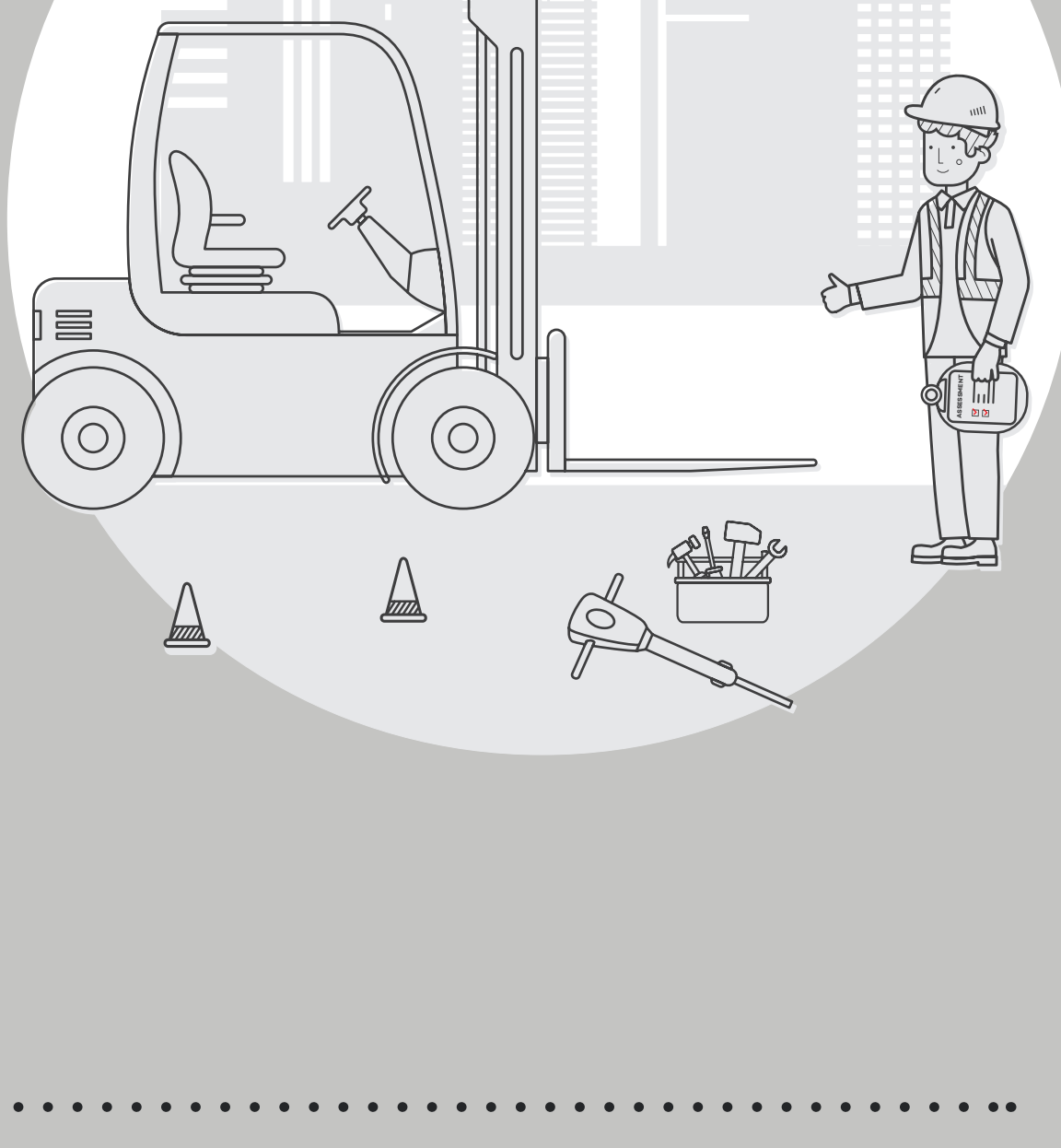
INDUCTION

All employees MUST undertake an induction prior to carrying out any work activity.

EQUIPMENT SELECTION

Ensure work equipment is selected, following suitable assessment of requirements. Suitable assessment takes account of:

- The task required
- The environment the Work Equipment is to be used within
- The equipment's interaction with other employees, other contractors, members of the public, other equipment and who else may be present
- The competent person is available to operate the equipment
- The work equipment **MUST** not introduce additional hazards that cannot be controlled
- That the proposed Work Equipment is selected correctly.



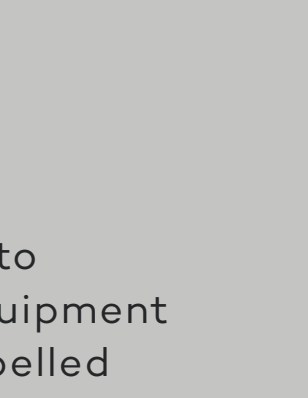
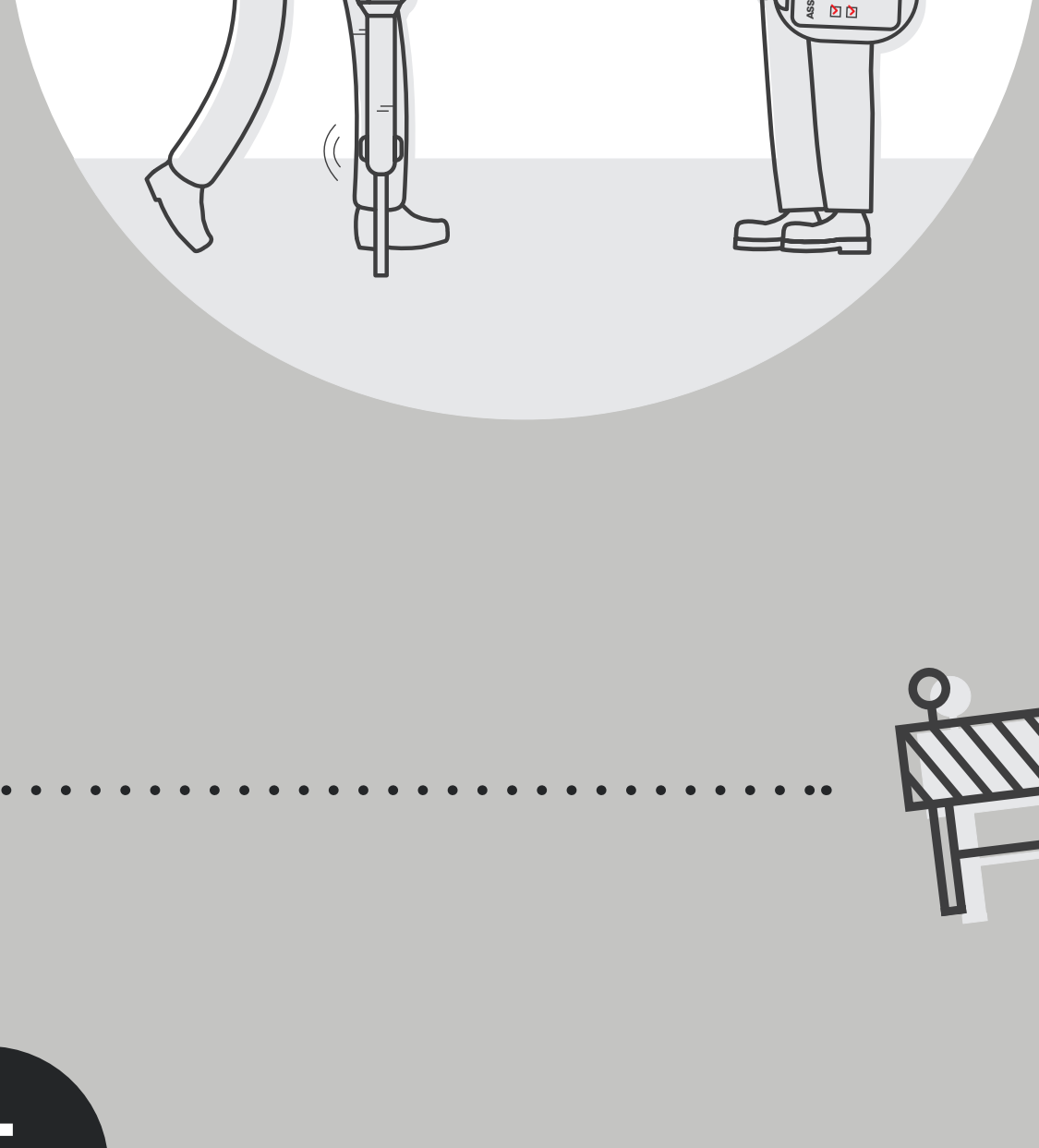
CONTRACT PURCHASER

Obtains **Work Equipment** via contract buyer/purchaser.

LINE MANAGERS/ SUPERVISORS MUST ENSURE

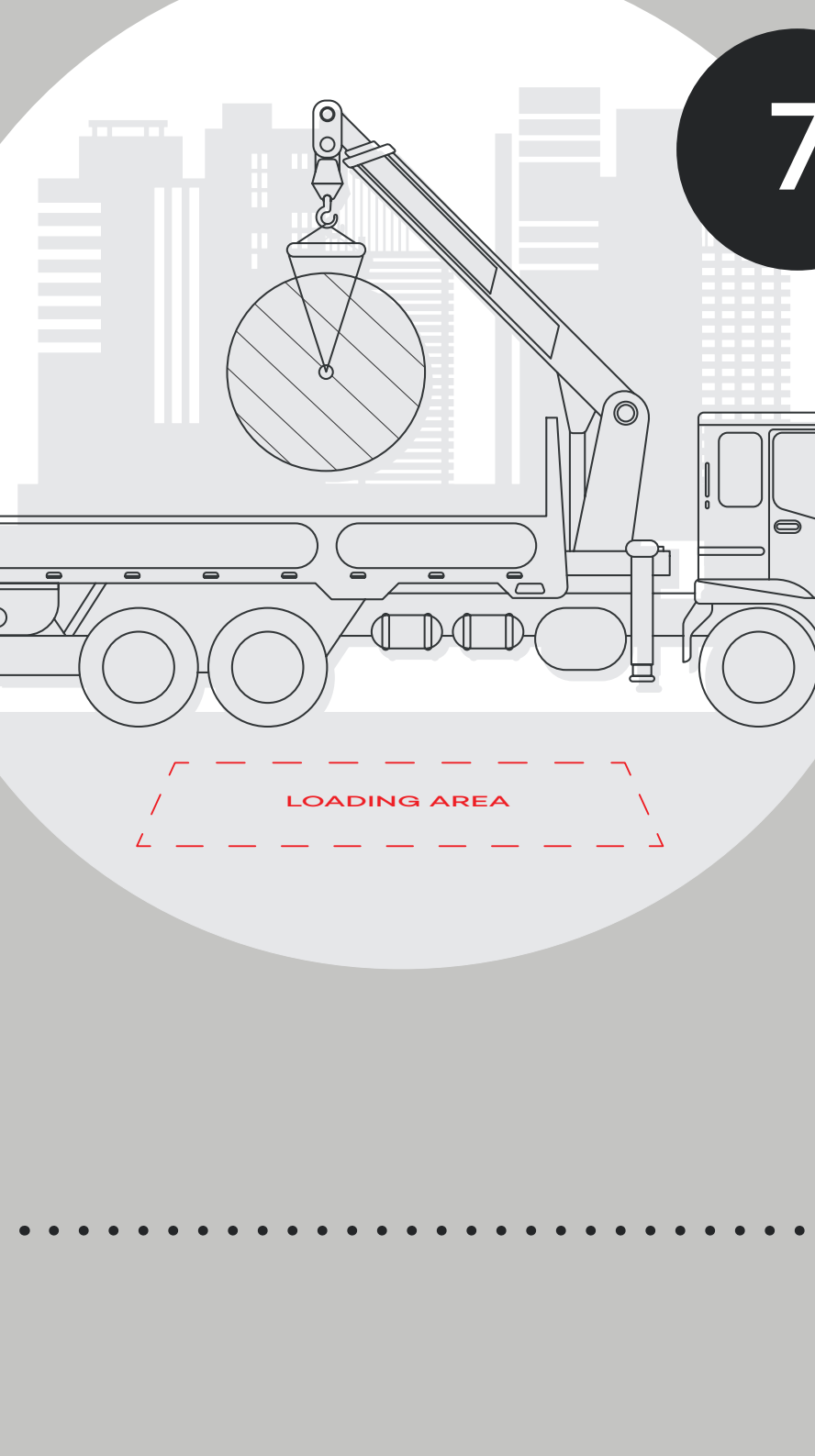
All employees receive relevant information and instruction on the safe use and operation of Work Equipment. This includes but not limited to:

- All health and safety aspects arising from the use of the Work and any limitations on these uses
- Any foreseeable difficulties that could arise and the methods to deal with them
- Using any conclusions drawn from the experience using the Work Equipment.



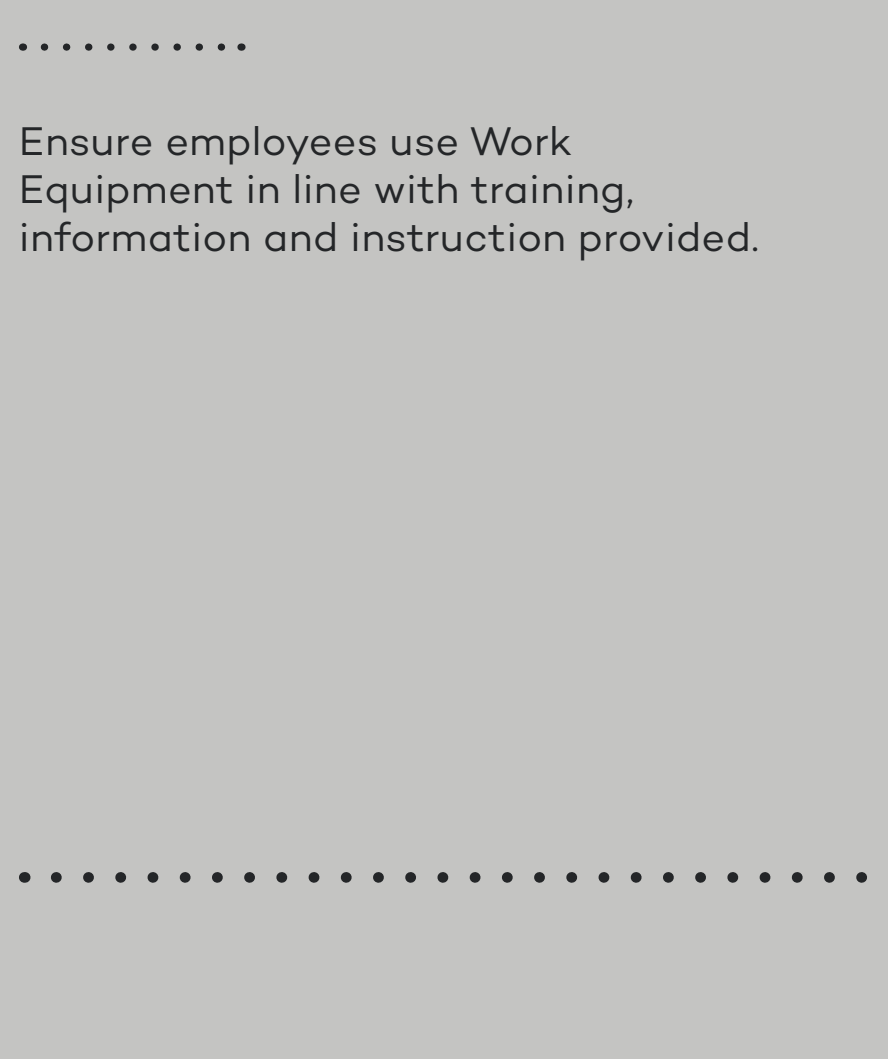
CLEAR LABELLING

Ensures relevant controls to operate and stop Work Equipment is available and clearly labelled where appropriate



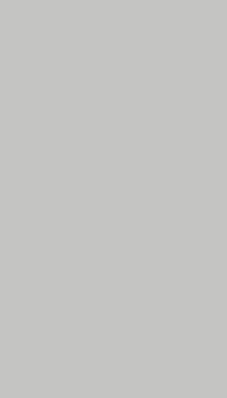
SAFE AREAS

Ensure the provision of a safe area for the delivery to and removal from site of **Work Equipment**.



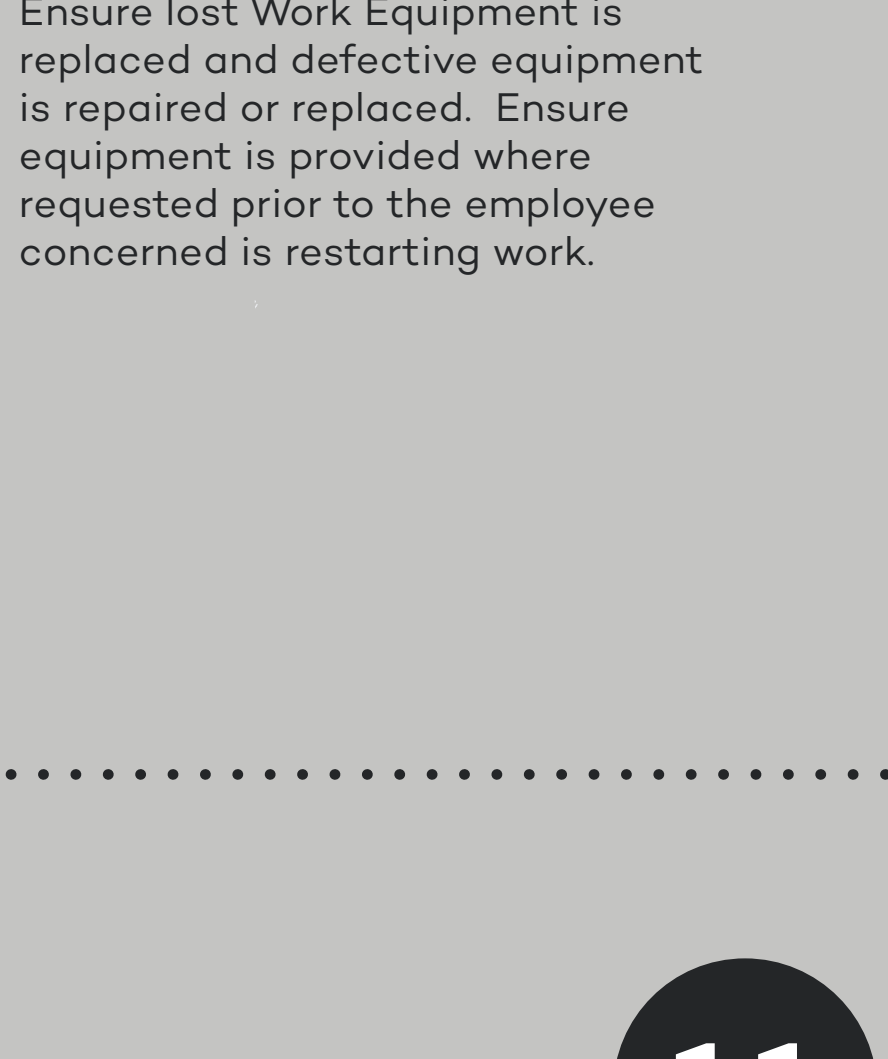
CORRECT USAGE

Ensure employees use Work Equipment in line with training, information and instruction provided.



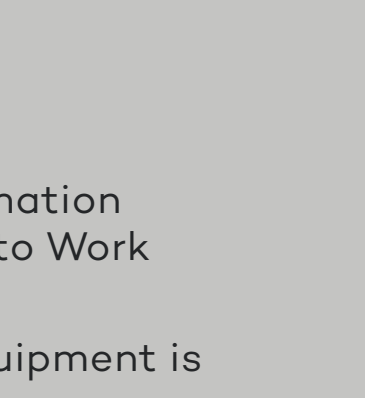
INSPECTIONS

MUST ensure employees carry out inspections of Work Equipment.



WORK EQUIPMENT CONDITION

Ensure lost Work Equipment is replaced and defective equipment is repaired or replaced. Ensure equipment is provided where requested prior to the employee concerned is restarting work.



EMPLOYEES

- **MUST** adhere to information supplied with regards to Work Equipment.
- **MUST** ensure Work Equipment is inspected prior to use.
- **MUST** report any lost/defective Work Equipment to their Supervisor/Manager and request additional Work Equipment where required.

NOTE

Where there are contractual requirements to use Client Work Equipment, the Senior Manager to the contract **MUST** ensure that all Client controls for The Provision and Use of Work Equipment meet the requirements of the business' procedures.

TOOLBOX TALKS

FOR MORE INFORMATION OR IF YOU HAVE ANY CONCERNS CONTACT YOUR SHEQ DEPARTMENT