

# Agile Building Services Ltd

Form HS&E/015 Tool Box Talks

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Note! Many of the above TBTs have environmental elements; however, those that are primarily environmental are shown highlighted in green.

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## TOOL BOX TALK No. 1

### Abrasive Wheels

Most accidents involving abrasive wheels are due to the wrong type of wheel being fitted.

Wheels should be fitted by a competent person.



### Hazards

- The speed of the machine must not exceed the maximum permissible speed of the wheel. The wheel overspeeding causes many accidents.
- Don't exert heavy pressure on the wheel.
- Never use the side of the wheel.
- Keep your fingers away from the cutting edge of the wheel.
- Ear and eye protection must always be worn.



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## Using Portable Abrasive Wheels

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



## Using Bench-Mounted Abrasive Wheels

- Adjust the tool rest as close as possible to face of wheel.
- Keep the glass screen in the safety position.
- Keep your fingers below the tool rest level.
- Use the correct grade of wheel for the work in hand.
- Keep the face of the wheel evenly dressed.
- After fitting, run a replacement wheel for a full minute before attempting to use it. Stand clear during the test.
- Stop the wheel when not in use.

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Q. What must be worn when using Abrasive Wheels?

Q. Which part of an Abrasive Wheel should not be used?

Q. Who should mount an Abrasive Wheel?



**REMEMBER**

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

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## TOOL BOX TALK No. 2

### Accident Prevention and Control

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

The industry employs around 6% of the total UK workforce, but accounts for approximately 12% of all fatalities. Don't become the next statistic.

### Causes of Accidents

- People not thinking about what they are doing.
- People not following instructions.
- People not following training they've been given.
- Unsafe manual handling, loading, stacking and storing.
- Overloading of working places, scaffolding and hoists etc.
- Incorrect use of plant and machinery.
- Use of faulty equipment with improved repairs.
- Illegal removal of guards and barriers.
- Failure to use protective safety equipment.
- Ignoring safety signals, signs and warning devices.



### The Cost of Accidents to You

- Pain, suffering and continuing disability
- Loss of earnings and extra expense due to disability.
- Incapacity for the job and your leisure activities.



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- Unable to support family and possible family break-up.

## Accident Prevention

- Don't remove guards from machines.
- Don't handle substances without knowing the hazards.
- Don't use machines if not trained and follow instructions.
- Always comply with safe working practices.
- Wear and use PPE correctly, don't abuse it.
- Don't direct compressed air at yourself or others, it kills.
- Never mess around while working.
- Never use defective equipment or machinery.
- Help to keep the workplace clean and tidy.
- Wash and dry hands to remove substances from skin.
- Report unsafe conditions to your supervisor.
- Use correct tools and equipment for the job.
- Obey all safety rules and signs.
- Don't leave tools lying about where they can fall onto someone below.





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Q. If you saw an unsafe condition, what would you do?

Q. How could an accident to you affect your family?

Q. Why shouldn't you move guards from machinery?

## REMEMBER

**ACCIDENTS ARE CAUSED BY UNSAFE PEOPLE CREATING UNSAFE CONDITIONS.**



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## TOOL BOX TALK No. 3

### Accident Reporting and Investigation

To highlight the importance of accurate accident investigation and prompt accident reporting.

Establishing why accidents occur and examining their effects can help to prevent them from being repeated.



### Accident Reporting

- 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
- By receiving such accident reports the HSE can establish accident trends, highlight areas of weakness and effectively target preventative measures.



- All people on site must ensure that all accidents, no matter how minor, are recorded in the Site Accident Book.

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- In the future, you may want to establish a link between a current health problem and a previous accident to claim compensation.
- Accidents to members of the public arising out of site activities must also be reported.

## Accident Investigation

- Your employer has a duty to thoroughly investigate all accidents to establish the cause and prevent recurrence.
- The HSE will also investigate fatalities and other serious accidents.
- 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
- Remember that the reason for the investigation is to prevent the accident happening again.



Q. Who should be informed in your company if an accident has just occurred?

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

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## TOOL BOX TALK No. 4

### Alcohol and Drugs

Statistics show that alcohol and drug use are increasing on site. This leads to accidents.

Make sure it doesn't happen on this site.

### Alcohol

- In a high-risk industry like ours, alcohol and work are not compatible.
- 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.
- If you're found to be intoxicated with drink, you won't be allowed on site. You may end up losing your job.



- 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).
- 50% of all drivers killed are over the legal limit.
- If you drink, don't drive
- Some workplace fatal accidents are alcohol related.
- Keep your head clear - leave your drinking sessions to social events, where you can't cause injury to yourself or others.

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- Get a bad reputation for drinking and you may not get another job as you'll be seen as a liability.

## Drugs

- You are far more likely to have an accident on site when under the influence of drugs.
- Drugs prescribed by your doctor could make you unfit for work, as can illegal drugs.
- 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.
- If you know somebody is on drugs, tell your supervisor - help to stamp it out.
- Signs to look for: watery eyes, pinpoint or dilated pupils, running nose, constant sniffing, tight lips, sores, ulcers, trembling, fatigue and irritability. If you see it, report it.



- All drugs can affect your ability to work safely.
- Some effects of drugs: slow reaction times, clumsiness, poor decision-making and distorted vision.
- If you get offered drugs, say no, you'd rather work safely!

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- Drugs and work don't mix. Don't let it become a problem.

If you are concerned that one of your colleagues or another worker is under the influence of Alcohol or Drugs, please report them to your supervisor, remember Alcohol or Drugs don't mix with work

Q. What effect can Alcohol have on you?

Q. What could be the result of being under the influence of Alcohol on this site

Q. What are the signs of someone taking drugs

Q. If you took drugs, what effect could it have on you and your workmates



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## TOOL BOX TALK No. 5

### Asbestos

Up to 3,000 people a year, from all industries, die from asbestos-related diseases.

Be aware of asbestos - it could kill you.

### Where You Will Find Asbestos

- Insulation and sprayed coatings used for: -
  - Boilers, plant and pipework hidden in underfloor ducting
  - Fire protection to steelwork, hidden behind false ceilings
  - Thermal and acoustic insulation of buildings
  - Some textured coatings and paints
  - Friction materials such as brake linings and clutch plates
  - Gaskets and packing in engines, heating and ventilator systems.
- Insulating board used in the following places: -
  - Fire protection to doors, protected exits and steelwork
  - Claddings on walls and ceilings
  - Internal walls, partitions and suspended ceiling tiles
- 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



### How Asbestos Can Affect You

- Asbestos breaks into tiny, long, sharp fibres. They can get lodged and scar the lungs, causing asbestosis or fibrosis.
- Asbestos fibres may also cause lung cancer.

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- It can also cause mesothelioma, a cancer of the inner lining of the chest wall. This cancer is incurable.
- Smokers are at much greater risk to asbestos diseases.

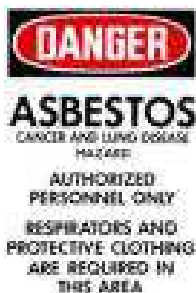


## Hazardous Work

- Plumbers, carpenters and electricians working on building repair are considered most at risk.
- Old buildings constructed in the 1950's and 60's may have many forms of asbestos materials used in them.
- The removal of roofing felts, old floor tiles, textured paints and plasters containing asbestos.
- If you think you've come across asbestos, stop work and tell your supervisor or foreman.

Q. What would you do if you thought you had discovered Asbestos materials in your work area

Q. What diseases can exposure to Asbestos cause



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





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## TOOL BOX TALK No. 6

### Benefits of Safety

The costs of lack of safety take many forms.

How would you feel knowing that you had caused an injury, or worse, to someone else?

### Be Safe, Be Sure

- For years the construction industry has had a poor safety record with far too many accidents and too much ill health.
- Too many accidents are caused by people who knowingly work or behave in an unsafe manner
- With care, most accidents are totally and easily preventable.
- 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

- Comply with safety training and instruction, and with site safety rules; site induction should inform you of the hazards.
- Avoid the temptation to cut corners to get the job done more quickly; there could be a high price to pay.

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- Be aware of how the job you are doing could affect other people around you.
- Stay away from work if you know that you are not fit through illness, drink, and drugs or for any other reason.
- Ask your supervisor if you have any doubts on safety issues.
- Report to your supervisor anyone who you see working or behaving in an unsafe manner, especially horseplay.

## The Costs of Accidents

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



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## The Benefits of Safety

- Fewer accidents, resulting in less pain and suffering.
- Individuals have less time off, avoiding possible loss of income.
- Less disruption to the job as a whole with less inconvenience to individuals and their companies.
- Fewer accident investigations, fines and insurance premium increases; more money available for other things.
- Higher employee morale and a more contented workforce.

Q. Who is ultimately responsible for your safety?

Q. How seriously would you be affected if the job was stopped whilst an accident investigation took place?

**REMEBER**

**ACCIDENTS ARE CAUSED BY UNSAFE PEOPLE CREATING UNSAFE SITUATIONS.**



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## TOOL BOX TALK No. 7

### Buried Services

Every year, hundreds of people are injured and some killed due to contact with buried services.

70,000 instances of damage and 150 injuries per year show there is room for improvement.

### Gas

- Check the gas company plans before digging.
- Dig carefully by hand to establish the location of pipes.
- Mark all known pipes.
- Remember gas has a flammable and explosive content.
- At the slightest hint of gas escape; leave the area and do not smoke. Call the gas company and emergency services.
- Don't drop tools on to the mains, it may cause cracking to pipes.
- Modern, smaller diameter house mains are often plastic - don't confuse them with electric cables.
- Follow the gas company specifications for back-filling.



### Water Mains

- Trace the line of the main by trial pits and mark all known pipes.
- Burst pipes can fill an excavation quickly. If damaged, call the water company.

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- Remember, water at high pressure can be fatal.
- Ladder access should be provided in the excavation.
- Don't leave a length of pipe unsupported.



## Sewers

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



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## **Colour-Coding System for Buried Services**

- Black or Red                      Electricity
- Blue                                  Water
- Yellow                               Gas
- Grey or White                    Telecommunications
- Green                                Cable Television

Q. What hazards are there when working on sewers?

Q. What are the colour codings for buried services?

Q. If you notice or smell gas escaping, what would you do

### **REMEMBER**

**ALL BURIED SERVICES HAVE THE POTENTIAL TO CAUSE INJURY OR ILLNESS**

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## TOOL BOX TALK No. 8

### Cartridge-Operated Tools

Cartridge-operated tools are potentially lethal if used recklessly or incompetently.

Don't mess with cartridge tools - they can kill.



### Before Using Cartridge Tools

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



### Hazards When Using Cartridge Tools

- The cartridge is too powerful for the task.
- Voids in the structure being fired into.
- Material being fired into is too thin.
- Changes in the consistency of material.
- Firing into hole of previously attempted fixing/
- Trying to fix into excessively hard material.
- Tool not held square to surface.
- Fixing too near the edge of material.



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## Safe Use of Cartridge Tools



- Always wear PPE when using cartridge-operated tools.
- Hold the tool at right angles to the job when firing.
- Check the material into which bolt is to be fired. Carry out a test fire first. Check there is nobody behind the target.
- Allow at least 75mm from edges of concrete or brickwork.
- Ensure the complete splinter guard is resting on the work surface.
- Never place your hand over the end of the barrel.
- In the event of a misfire, wait a minute, refire it. If nothing happens, wait a further minute before unloading.

### After Use

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





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Q. Before using a cartridge tool what must you do?

Q. What are the main reasons for ricochets?

Q. If you have a misfire, what should you do?

**REMEMBER**

**ALWAYS TREAT CARTRIDGE-OPERATED TOOLS WITH RESPECT**



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## TOOL BOX TALK No. 9

### Control of Dust and Fumes

Exposure to dust and fumes must be prevented or controlled.

Breathing in dust or fumes can lead to long-term health problems.



### Some Sources of Harmful Dust and Fumes

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

### Some Health Risks from Breathing in Dust or Fumes

- Silica dust from cutting or sanding concrete can cause lung disease.
- Dust from cutting or sanding hardwood can cause nasal cancer.

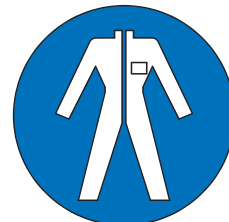
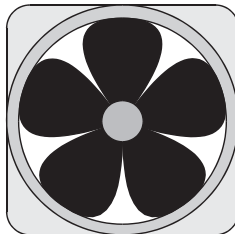
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- Asbestos dust can cause cancer of the lungs or lining of the chest cavity.
- Welding fumes can result in 'metal fume fever', which has flu-like symptoms.
- Breathing in the fumes from solvents and paint can lead to nausea, drowsiness, headaches and, eventually, unconsciousness and death in extreme cases.
- Investigations are continuing into possible harmful effects of such breathing in dust from synthetic insulation materials such as fibreglass matting.

## Precautions

- Where it is possible, the job should be planned to eliminate harmful dust and fumes.
- If elimination is not possible, harmful dust and fumes must be controlled so that they are not breathed in by anyone.
- Some tools and plant are fitted with dust extraction and collection devices - if these are available use them.
- If your employer has provided portable extraction equipment, use it.
- It may be necessary for you to wear RPE to protect yourself from the effects of dust and fumes - make sure you know how to use it properly.
- Consider the effects that your work may be having on other people.



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Q. What work do you carry out that creates harmful dust or fumes?

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

Q. What types of RPE are suitable with hazardous dust or fumes?

Remember

Exposure to dust and fumes must be prevented or controlled.



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## TOOL BOX TALK No.10 (Environment)

### Control of Noise

Noise-induced hearing loss is the most common occupational health hazard there is.

There is no satisfactory treatment for noise-induced hearing loss. When you're deaf, you stay deaf.

### Hazards

- Some of the following things on site can be harmful to your hearing: compressors, breakers, circular saws, and concrete excavators.



- Even if you are not using the noisy piece of equipment, someone using it close by could affect you.
- Look out for noise hazard signs on site and obey them.
- It's not only on site that you have to remember to protect your hearing but after work also - noisy clubs, hi-fis etc.

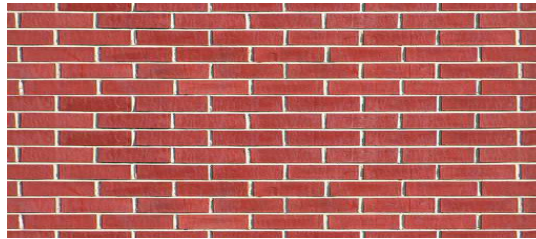
### Controlling Noise

- Use a less noisy process if possible.
- If shouting is necessary in order to be heard, the noise level is high and you should wear ear protectors.

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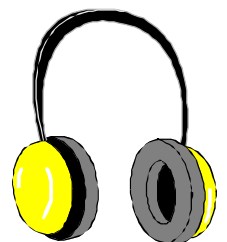
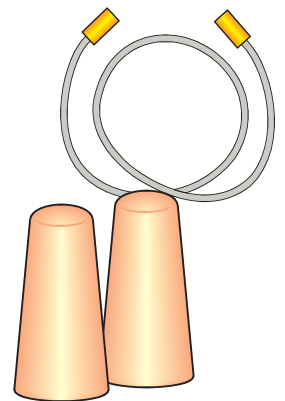
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- Keep compressor covers closed when in use.
- Ensure breaker mufflers are correctly fitted.
- Don't keep machinery running unnecessarily.
- Ensure you don't expose workmates to your noise.
- Move the noise source away from the work area or move the work area away from the noise.
- If possible, shield noisy processes. Work behind a wall or some other sound-absorbing material.



## Ear Protection

- Don't use cotton wool for ear protection, it is not effective.
- Ensure earplugs are a good fit and correctly inserted.
- Regularly clean reusable earplugs.
- Use disposable earplugs once only.
- Clean your hands before touching all types of earplugs.
- Ear defenders should fit the head all round the seal.
- Ensure that ear defenders are worn the correct way round.
- Ensure defender seals are always in a serviceable condition.



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- Don't alter pressure of ear defenders by bending the headband.
- If you have difficulty in wearing ear defenders, report it.

Q. Name some noise hazards to be found on site?

Q. What should not be used instead of ear defenders?

Q. What must you remember when handling ear plugs?

**REMEMBER  
PROTECT YOUR HEARING**



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## TOOL BOX TALK No. 11 (Environment)

### COSHH

Hazardous substances can be used in, or created by, construction processes.

Ignore a hazardous substance today and you may wish you hadn't by tomorrow. If you are not sure **ask**.

### Risk Assessment

- 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.
- Any substance with a hazard-warning label has the potential to cause harm - assess the risk before using it.

### Hazards

- How you can be affected by a hazardous substance: -
  - \* Ingestion - eating contaminated food.
  - \* Inhalation - breathing harmful dust or fumes.
  - \* Absorption - chemicals entering through cuts, etc.
- Examples of hazardous substances on construction sites: -

* Contaminated ground	* Concrete admixtures	* Cement
* Solvent fumes	* Hardwood dust	* Resins
* Epoxy-based paints	* Welding fumes	* Asbestos
- Don't mix chemicals or substances





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## Control Measures

- When using hazardous substances, wear the correct PPE.
- Know how to look after and use PPE correctly.
- Know where washing and first-aid facilities are on site.
- Ensure hazardous substances are put back into a secure location after use and not left out on site.
- Don't store hazardous substances above head height.



## Use of Substances

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



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Q. Before using a substance, what should you consider?

Q. Name the three ways a substance can enter the body?

Q. What can you wear to protect against hazardous substances?

## REMEMBER

**KNOW WHAT PPE TO WEAR TO PROTECT AGAINST THE HAZARD**



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## TOOL BOX TALK No. 12

### Electricity on Site

Unseen, unheard, electricity can cause death or serious injury without warning.

Your body is an extremely good conductor of electricity - don't find out the hard way.



### Underground cables

- Before digging, check plans provided by local electricity company, Telephone Company and Cable TV Company.
- Before digging, use a cable-locating device that is in good working order. Ensure you are trained to use it.
- Assume all cables are live, unless your supervisor tells you they are dead.
- Hands dig trial holes using "plastic" shovels, to expose cables, look for marker tape or tiles above the cables. Continue using the cable locator to establish exact locations.
- When exposed, protect the cable from damage and support it.
- If the cable is accidentally damaged, keep everyone clear until the electricity company has inspected it.
- During back-filling, ensure marker tapes or tiles are replaced.

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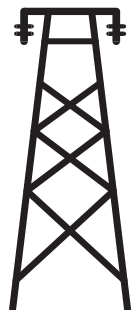
- If using power tools to break up concrete surfaces, avoid over-penetration as the cable may be directly underneath.

## REMEMBER

**PLAN - LOCATE - DIG.**

### Overhead Power Lines

- Treat all overhead lines as live. Don't assume that they are only telephone wires.
- Ensure you know the maximum clearance distance specified by the electricity company.
- Do not bypass 'goal posts', barriers or other warnings.
- Check your route is clear of overhead power lines before moving a mobile scaffold tower or metal ladder.
- If signalling, always keep power lines in view. Guide plant under power lines where 'goal posts' have been erected.
- Ensure you observe special precautions laid down by the electricity company before working under overhead lines.
- If erecting scaffolding adjacent to power lines, ensure the poles are handled a safe distance away.
- Don't stack materials or operate tippers under power lines, it will reduce the safe clearance and can result in arcing.



Q. Before digging, name two things that must be done?

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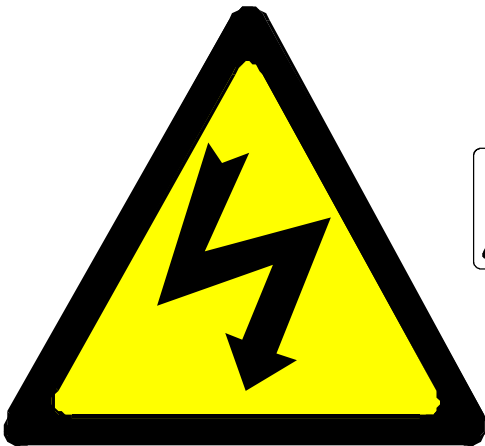
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Q. What action would you take if you accidentally damaged an underground cable?

Q. What must you remember during back-filling?

**REMEMBER**

**DON'T LET A LIVE TAKE A LIFE!**



## TOOL BOX TALK No. 13 (Environment)

### ENVIRONMENTAL POLICY

The environment is subject to strict legal controls since the introduction of the Environmental Protection Act (EPA) 1990. The EPA has been introduced to protect the environment and to prosecute companies and/or individuals who fail to do this.

The Environment Act 1995 has taken one step further towards environmental protection looking at specific issues such as contaminated land, packaging recovery and the set up of the Environment Agency.

The Environment Agency combines the roles of the National Rivers Authority, Her Majesty's Inspectorate of Pollution (HMIP) and the Waste Regulatory Authorities, the primary function of the Agency is to protect and enhance the environment.

The effect of environmental prosecutions can be very detrimental to a company. It can lead to increased costs, adverse publicity, low morale and a removal from tender lists. By increasing our environmental awareness we hope to achieve a high level of environmental protection on our sites, creating a positive working environment for us all.

To help us achieve our goals Haden Young has an integrated Health, Safety and Environmental (HS&E) policy and associated environmental management systems. The person responsible for the HS&E Management Systems is normally your project manager. **Have you seen the HS&E Policy?**

Where we have a situation that may affect the environment, i.e. working close to watercourses, procedures have been written that must be followed to ensure that the environment is protected. The project manager will inform you of the hazards that they are responsible for controlling. Any queries that you have must be addressed to them. If they do not receive any

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queries, they will assume that you will have accepted and understood your responsibilities.

Each person working on site is responsible for ensuring that procedures are followed and that environmental protection is a priority. You will be informed of any direct responsibilities that you may have. However, if you see a situation that you are unsure of, ask your supervisor for guidance.

Our policy highlights the need for reduction of waste and energy usage. Good housekeeping, the management (and minimisation) of waste and putting controls in place to prevent spillage help achieve the first point. Use of modern design specifications and procedures on site (e.g. minimise welding and use of electrical generators) help achieve the second.

**We can also all play our own part by thinking at all times of ways to reduce our use of materials, resources and energy.**

## **TOOL BOX TALK No. 14**

### **Excavations**

People die in trenches - the vast majority of fatal accidents occur in trenches less than 1.5 metres deep.

A cubic metre of earth can weigh over 1.5 tonnes; the only body that can support that is a dead one.

### **Precautions**

- Before digging check for service - water, gas, electric - always treat as live.
- Excavations must be supported or battered back where necessary to prevent collapse.
- Use ladders for access and egress, do not climb supports.
- Fit edge protection around excavations to protect the general public, regardless of depth of excavation.
- Keep soil heaps back at least the depth of the excavation from the edge.
- Ensure stop blocks are fitted when dumpers are tipping into excavations and that a signaller guides them.
- Wear your hard hat at all times.
- 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.
- Excavation must be checked prior to entry at start of shift.
- Weekly inspection must be carried out by a competent person and results must be recorded.



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## **Cases of Excavation Accidents**

- Shoring not installed or trench not battered back where it was required.
- Operatives trying to jump across the excavation.
- Unauthorised removal or alteration of supports or braces.
- Operatives working beyond the unsupported areas of the excavation.
- Operatives re-entering excavations without inspecting walls or shoring after heavy rainfall.
- Materials falling into excavations due to being placed too close to the edge.
- Vehicles driving into excavations because timber baulks or stop blocks are not in place.
- People falling into trenches due to no edge protection being fitted.

## **REMEMBER**

**A CUBIC METRE OF EARTH CAN WEIGHT 1.5 TONNES -  
IF YOU GET IT WRONG THE CONSEQUENCES COULD BE GRAVE**

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## **TOOL BOX TALK No. 15**

### **Fire Prevention and Control**

Fire kills more than 1,000 people every year and injures thousands more.

You can prevent fire, you can also start them.

### **Fire Prevention**

- Don't hang clothing over or near heating equipment.
- Don't let paper, oily rags or other rubbish accumulate.
- Don't smoke in prohibited areas.
- Use proper, sealed containers for flammable liquids, not open tins or buckets.
- Don't overload electric sockets - one socket, one plug.
- Handle flammable liquids at a safe distance from possible sources of ignition.
- Ensure there are no adjacent flammable materials before using blowlamps, welding and cutting equipment.
- When electrical equipment is not in use, switch it off at the mains.

### **Fire Precautions**

- Make sure you know what to do in case of fire.
- Keep fire doors clear and unobstructed.
- Don't obstruct access to fire extinguishers.

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- Ensure you know how to operate the fire extinguishers in your area.

## Fire Extinguishers

- All new refurbished extinguishers will be coloured red with contrasting colour panel to indicate the contents.
  - **Water (red)** - use on paper, wood and solid flammables.
  - **CO<sub>2</sub> (black)** - use on liquids, gases and electrical fires.
  - **Foam (cream)** - use on flammable liquids.
  - **Powder (blue)** - use on all types of fires but primarily fires involving metals, such as aluminium and magnesium.

## Actions To Take In The Event Of Fire

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

## REMEMBER

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

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## **TOOL BOX TALK No. 16**

### **First Aid**

The priorities of first aid are to: save life, prevent the casualty's condition from getting worse and to evacuate to medical help as soon as possible.

If you know basic first aid, you could save a life.

### **Before First Aid is required**

- Ensure you know where the first-aid kit is kept.
- Know whom the first-aider and appointed persons are.
- 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.
- Know where the phone is and understand the procedure for calling the emergency services.

### **When First Aid is required**

- Remove the hazard from the casualty if safe to do so.
- Call for help, e.g. first-aider.
- Send someone to phone for an ambulance if necessary.
- Don't move the casualty, unless in immediate danger.
- Remain with the casualty and give reassurance.
- Make the casualty as comfortable as possible.
- Don't give drinks or food to the casualty, moisten lips only.

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- Don't allow the casualty to smoke.

## **Other Considerations**

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

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## **TOOL BOX TALK No. 17**

### **General Safety Legislation**

Employers and employees must know their own and each other's legal duties.

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

### **Why More Legislation?**

- The Health and Safety at Work Act 1974 provides only general guidelines on the way in which work activities are to be carried out.
- Additional, more detailed guidance is provided through the issue of specific regulations, which also carry the full force of 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 PLG and highly flammable liquids
- The reporting of some accidents to the HSE
- The issue and use of personal protective equipment

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You must remember that regulations are a 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.

## **Additional Legislation**

- 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 in appreciation of risk.
- 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.

**REMEMBER**

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

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## **TOOL BOX TALK No. 18**

### **General Site Health and Safety**

All personnel on site have a legal responsibility to conduct their activities in a safe manner.

It is against the law for you to endanger yourself or others by your actions or omissions.

### **Your Health and Safety Responsibilities**

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

### **On-Site Safety**

- Don't drink and drive - it could cost you your job.
- Don't use drugs, even outside the work time; you could be putting yourself and your workmates at risk.
- Don't leave rubbish lying about, clean up as you go.



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- Don't obstruct gangways or stairs with tools or materials.
- Gather up all off cuts of brick, plasterboard, timber, reinforcing bars, and any other material.
- Route all cables and hoses out of the way. Where possible, suspend them above head height.
- An accumulation of waste material provides a good starting point for fire. Don't let it happen.
- If tools get damaged, get them repaired or replaced.
- When working at height, secure loose objects so they can't fall and injure someone.
- Remove nails from timber to prevent foot injuries.
- Store flammable substances, fuel, propane, foam and plastics in a safe place, not next to a fire exit.

**REMEBER**

**ON-SITE HEALTH AND SAFETY IS YOUR RESPONSIBILITY AS WELL**

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## TOOL BOX TALK No. 19

### Health on Site

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

Health matters are often overlooked by construction operatives.

### How's Your Health?

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

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## **What are you going to do about it?**

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

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## TOOL BOX TALK No. 20

### HFLs and Petroleum-Based Adhesives

Highly flammable liquids (HFLs) and petroleum-based adhesives are used extensively in construction activities.

Misuse can result in fires, serious accidents and injury.

#### Identification

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

#### Hazards

- 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.
- 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.
- The vapours from petroleum-based adhesives can make you drowsy, less attentive to safety and, in some cases, are toxic.
- Storage on site if such products should be in chests or cabinets made from non-flammable material.

#### Precautions

- Only keep sufficient quantities at the place of work to carry out the immediate job in hand - otherwise, store surplus quantities in the proper store provided.

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- Keep the lid tightly on containers when not in use.
- Do not use any equipment that generates heat or sparks (including electrical sparks) in the areas in which these products are stored or used.
- Do not smoke in the areas in which these products are stored or used.
- Wherever possible, use in well-ventilated areas - otherwise respiratory protective equipment (e.g. filter type respirator) may have to be worn.
- Always follow the manufacturer's instructions.
- Clear up spillages immediately and safely dispose of contaminated cleaning materials.
- If a spillage is within a building, open doors and windows if appropriate, or take other actions to assist vapour to disperse.
- If appropriate and practical, cover drains to prevent entry of the substance or its vapour after a spillage.

## **TOOL BOX TALK No. 21**

### **Hoists and Hoist Towers**

All persons must be aware of the safe methods of using hoists.

A hoist can be a dangerous piece of equipment if used unsafely.

### **Construction and Maintenance**

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

### **Safety Features**

- All hoist cages and platforms must be marked with the safe working load.
- All hoists must be marked whether they are for goods or passenger use.
- Passenger hoists must be fitted with interlocked gates at every landing place.
- 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.

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## **Operation**

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

## **Inspection**

- A competent person must subject all hoists to periodic examination.
- Passenger lists must be examined to test safety devices after each time the height of the hoist way is altered.

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## TOOL BOX TALK No. 22 (Environment)

### HOUSEKEEPING AND GENERAL CONSIDERATIONS

The Haden Young HS&E Policy states that we will try to reduce waste. Good housekeeping helps achieve this objective.

Keeping a clean office and tidy site is also good for our company and industry image as well as being of extreme importance in caring for our Health, Safety and Environment.

Compliance with the following guidelines will help to achieve a clean and tidy site:-



- Ensure that you are aware of site-specific HS&E rules.
- Deliveries should be stock piled as neatly as possible.
- Waste materials must be placed in the appropriately labelled skips and containers (for example fuel drums should be stored safely in a bunded area).
- Keep materials stores tidy, especially when they are in public view.
- Take special care when disposing of wrapping and packaging materials as they are lightweight and therefore have the potential to become a windblown nuisance. All skips, should be netted or have lids that are kept closed when wind whipping is a possibility.
- Do not store liquids near to open drains.
- Avoid spilling liquids anywhere on site, especially in the vicinity of the site entrance or public streets, as this could cause a public nuisance. Always use a drip tray or similar container to contain any spill when transferring liquids.

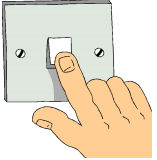
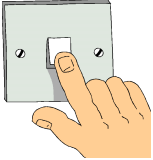




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- Clean up any spills rapidly using a proprietary "spill kit" and report them to your supervisor immediately.
- When using temporary lighting, consider the location of any neighbours. Direct lights away from neighbouring residential areas.
- Turn off temporary or permanent lighting when not required.
- Do not leave anything lying around the site that may cause a potential hazard to the people on site or to the local environmental.
- Turn off plant when not in use.



Q. Who is responsible for clearing away rubbish during the working day?

Q. What would be an effective way of clearing up spilt liquid?

Remember, good housekeeping is not only good for the environment; it also makes the site much safer!



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## TOOL BOX TALK No. 23

### Ladders

Ladders are probably the most used and misused pieces of access equipment.

Mess around with ladders and they won't forgive.

### Before-Use Checks

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

### Use of Ladders

- Work should only be carried out from a ladder when the job is of short duration and can be carried out safely.
- Ladders should be set on a firm base and leaning at the correct angle, which is **one** unit out to **four** units up.
- Ladders must be tied near the top and extend a safe distance above the landing stage, unless a handhold is provided.
- If it can't be secured at the top, secure it at the bottom.
- For added safety, if possible and necessary, the base of the ladder should be staked or buried to prevent slipping.

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- Ensure your footwear is free from excessive mud or grease before you climb up the ladder.
- When climbing up or down, use both hands on the stiles. Always face the ladder.
- Don't overreach from the ladder, always move it.
- If using extension ladders, each section must overlap: -
  - 2 rungs - for a ladder up to 5 metres (closed length)
  - 3 rungs - for ladders 5-6 metres (closed length)
  - 4 rungs - for ladders over 6 metres (closed length)

## **Hazards**

- Don't stand a ladder on a drum, box or other unstable base.
- Never attempt to repair broken ladders.
- Never carry loads up ladders - use a hoist.
- Ladder rungs must not be used as improvised ramps.
- When using metal or metal-reinforced ladders, make sure there are no electrical hazards in the near vicinity.

## **REMEMBER**

**THE VAST MAJORITY OF LADDER ACCIDENTS OCCUR BECAUSE THE  
LADDER IS NOT SECURED AT THE TOP**

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## TOOL BOX TALK No. 24

### Legal Duties of Employees

Employees should be aware of their legal duties.

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

### Framework of Health and Safety Law

- The health and Safety at work Act 1974 provides general guidance on the way in which work activities are to be carried out.
- More detailed guidance is provided through the issue of regulations, which also carry the full force of law.

### Employees' Legal Duties under the Health and Safety at Work Act

- 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.
- You must co-operate with your employer to help them comply with their legal duties.
- You must not to interfere with anything provided for health and safety.

### Employees' Legal Duties under Regulations

- Some of the legal duties imposed on employees by regulations are: -
  - **General Safety** - to follow the training and instructions provided when using machinery, equipment, dangerous substances, transport equipment or safety devices. Report any defects, which you believe, could endanger health and safety.

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- **PPE** - you must use in accordance with training and instructions given. Report loss or damage and store correctly after use.
- **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.

## **TOOL BOX TALK No. 25**

### **Lifting Accessories**

Several fatal accidents occur each year involving lifting gear, caused by misuse or neglect of equipment.

It is people who cause accidents, not equipment.

### **Slings**

- Check the SWL on the sling against load to be lifted.
- Rope slings need to be marked with the SWL, provided that a certificate of test is available and the SWL is known.
- Don't use fibre rope or wire slings for hot loads and keep them away from welding or flame-cutting operations.
- Ensure no broken ends in wires or chafing on fibre ropes.
- Check condition of splices, rings and thimbles on slings.
- A sling doubled round a shackle has a SWL equivalent only to that of a single part of the rope.
- Protect wire rope or nylon slings from sharp edges.

### **Chains**

- Make sure that the chain is not kinked or twisted.
- Don't shorten a chain by knotting it.

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- Never lengthen a chain by joining pieces together.
- Don't lubricate chain slings - oil can pick up abrasive materials such as sand or grit.
- Don't expose chains to acids or corrosive substances

## **Shackles**

- Use the right type of shackle for the job in hand.
- Don't use any shackle, which isn't marked with the SWL.
- Check the bow and pin for damage destroy if doubtful.
- Ensure the pin is free, but not loose, in tapped hole.
- When using a shackle with a 'nut and bolt' pin, the pin should be free to rotate when nut is tight.

## **Hooks and Eyebolts**

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

## **REMEMBER**

**A CHAIN IS ONLY AS STRONG AS ITS WEAKEST LINK - KNOW THE SWL OF ALL LIFTING GEAR**

## **TOOL BOX TALK No. 26**

### **Lifting Equipment and Operations**

Lifting must be carried out in a safe manner.

Unsafe lifting practices result in many accidents and injuries, including some fatalities, each year.

### **Types of Lifting Equipment**

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

### **General Precautions**

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



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## **Forklift Trucks and Telescopic Handlers**

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

## **Cranes**

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

## **Mobile Elevating Work Platforms**

- Use only on firm, level ground.
- Use outriggers or stabilisers where necessary.
- Users of MEWPs must always wear a safety harness with the correct length work restraint lanyard, which must be cupped to the machine anchorage point.

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## **TOOL BOX TALK No. 27**

### **LPG and Other Compressed Gases**

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

Misuse causes serious accidents and injury.

### **Hazards**

- Treat every cylinder as 'full' and handle carefully.
- Keep cylinders away from sun, artificial heat, flammable materials, corrosive chemicals and fumes.
- Avoid damage to valves and fittings. Don't use them for lifting or carrying.
- When using mixed gases (welding), flashback arrestors must be fitted.
- Don't smoke when using compressed gases.
- Don't use cylinders as rollers for moving equipment.
- In case of fire, call the fire brigade first, and then cool cylinders with water spray, if safe to do so.

### **Use of LPG and Compressed Gas**

- Regular inspection of hoses, cylinders and valves should be undertaken before use.
- Open cylinder valves slowly and close sufficiently to shut off gas - never use force.

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- Ensure that gloves (if worn) are free from oil and grease.
- Keep valves and fittings of O<sub>2</sub> Cylinders free from oil, etc.
- Keep gas hoses clear of traffic, hoses may get damages.
- Make sure you know the emergency fire procedures, including types of fire extinguishers to be used.
- Ensure a fire extinguisher is always available for hot work.
- If there's a hot work permit or procedure, follow it.

## **Storage and Transportation of Cylinders**

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

## **REMEMBER**

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

## **TOOL BOX TALK No. 28**

### **Manual Handling**

In one year, almost 30% of all injuries at work (including one fatal accident) were caused by manual handling.

Get it wrong today and you'll suffer the consequences tomorrow.

### **Considerations for Manual Handling**

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

### **Good Handling Technique**

- Stand reasonably close to the load, feet hip-width apart, one foot slightly forward pointing in the direction you're going.

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- Bend your knees and keep your back straight.
- Get a secure grip on the load.
- Breathe in before lifting as this helps to support the spine.
- Use a good lifting technique, keep your back straight and lift using your legs.
- Keep the load close to your body.
- Don't carry a load that obscures your vision.
- Lift slowly and smoothly.
- Avoid jerky movements.
- Avoid twisting your body when lifting or carrying a load.
- When lifting to a height from the floor, do it in two stages.
- When two or more people lift a load, one person must take controls to co-ordinate the lift.

## **REMEMBER**

**BAD MANUAL HANDLING TECHNIQUES CAUSE INJURIES**

## **TOOL BOX TALK No. 29**

### **Mobile Elevating Work Platforms**

MEWPs of various types are used extensively to gain access.

They are very useful items of plant if used correctly, but can be very dangerous if not used in a safe manner.

### **Hazards**

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

### **Precautions**

- All operators of MEWPs must be trained in their use.
- Operators should only operate the types of MEWP for which they have been trained.
- Always check that the machine is stable before use.

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- Use outriggers or stabilisers, where necessary.
- Users of MEWPs should wear a safety harness with the correct length work restraint lanyard, clipped to the machine anchorage point.
- No traversing outside the MEWP is permitted. Any work potentially requiring that must be brought to the attention of the Regional HS&E Manager.
- Ensure that the ground conditions are suitable for the type of machine in use.
- Do not load the machine beyond its safe working load.
- If your work involves removing equipment or materials from a structure, don't forget to allow for the extra weight.
- When manoeuvring in a confined area or where members of the public are at risk, always use a signaller.
- Be prepared to stop work and return to ground level if the wind speed or weather conditions deteriorate to an unacceptable level.

## Refuelling

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

## **TOOL BOX TALK No. 30**

### **Mobile Plant**

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

Safe operation of mobile plant requires competence, which is a combination of training and experience.

### **The Dangers**

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

### **General Precautions For Drivers**

- Never be tempted to use mobile plant unless you have been properly trained, hold a CPCS card and have been authorised.
- Operators of mobile plant should carry out daily pre-use checks of their vehicles and report any defects noticed.



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- In most cases, it will be necessary for a signaller to assist the driver during reversing.
- Ideally, sites will be planned so that the need to reverse is kept to a minimum; if so, do not reverse unnecessarily.
- Obey site speed limits and one-way systems.
- When parked, ensure the parking brake is on and the wheels are chocked if necessary. Runaway plant causes accidents.
- If mobile plant is left where children might congregate after working hours, ensure it is immobilised and in a safe state.
- Use stop-blocks where provided to prevent over-running.
- Mobile plant should only be refuelled at designated refuelling points by operatives who have been trained to do so.
- Don't carry passengers unless the plant is designed to do so.

## **General Precautions For others**

- On some large sites, the routes of mobile plant and private vehicles may cross; make sure you know who has priority.
- Try to keep well away from operating mobile plant; on well-organised sites, mobile plant and pedestrians are segregated.
- 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.
- Be aware of other hazards such as noise, you may need PPE such as ear defenders or plugs because of plant working near you.

## **REMEMBER**

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

## **TOOL BOX TALK No. 31**

### **Mobile Scaffold Towers**

Competent persons must erect mobile towers in accordance with the manufacturer's instructions. (CITB or PASMA trained)

Use a mobile tower correctly or you could find yourself seriously injured or even worse.

A Scafftag system for recording inspections must be in place for all mobile tower scaffolds.

Records of mobile tower inspections must be kept in the site safety file for reference.

### **Before Erecting the Tower**

- Check all components are in a good condition.
- Check wheels for effective rotations.
- Check brakes and locking devices work correctly.
- Before erecting a tower on a suspended floor, ensure the bearing capacity of the floor is sufficient for the planned load.

### **Before Use**

- Ensure the tower is vertical and square.
- Towers must not be used unless the wheels are locked.
- Check that outriggers are set correctly and secured.

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- Ensure the platform is fully boarded out and guardrails and toe-boards are fitted.
- The gap between toe-boards and mid guardrails, and between mid and top guardrails, must not exceed 470mm.

## Stability

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

## Hazards

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

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

## TOOL BOX TALK No. 32

### Needlestick Injuries

It is possible that you will find a used hypodermic syringe or needle on a site at some time.

If you accidentally prick your skin, you could become infected with a serious (or deadly) disease.

### What is a Needlestick Injury?

- An accidental puncture of the skin by a hypodermic needle.

### If you find a needle

- It has probably been used by a drug user and may be contaminated by infected blood.
- Do not touch it or move it, unless you have to because of the situation at the time.
- Leave a responsible person to safeguard it whilst you report the matter to your supervisor.
- If you have a site nurse, she or he should be informed.
- If you do not have a nurse on site, the local Environmental Health Department should be informed.
- If you must move the syringe or needle: -
  - Carry it with the needle pointing downwards
  - Do **not** wrap it in paper and put it in the 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 you hands thoroughly

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## **If you should prick your skin**

- Do not panic.
- Gently squeeze the area around the wound to encourage bleeding.
- **Do not suck the wound.**
- Wash the site of the injury thoroughly with soap and water at the first opportunity.
- Obtain medical assistance as soon as possible from either the site nurse or the nearest hospital with an accident and emergency department.
- If you can do so safely, take the syringe or needle with you.
- If dealt with properly and promptly, the risks of a resulting health problem are small.
- Think about the consequences of not acting promptly and possibly being off work for several weeks while you recover.

## **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 No. 33**

### **Personal Hygiene**

In many ways, the standards of personal hygiene will depend upon the attitude of individuals.

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

### **What you should expect**

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

### **Your side of the deal**

- Use toilets, wash basins (or showers, if provided) as necessary to maintain a high level of personal hygiene.
- Wash your hands after using the toilet and before eating.

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- Leave toilets, washbasin, drying and rest areas clean and in good condition for other users.
- Avoid contamination of the skin by substances hazardous to health, e.g. cement, comply with any instructions given.
- Do not leave, or prepare, your own food in unhygienic conditions.
- If you are unwell, see your doctor if necessary and stay away from work if instructed to do so.

## **If you (or someone else) gets it wrong**

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

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## TOOL BOX TALK No. 34

### Plant and Equipment

The unsafe use of plant can lead to injuries to the user and others.

Operators of power-operated plant and equipment must be trained in the use of the equipment.

### Definition

- Plant and equipment can be mobile or static equipment used in construction.
- Examples are: dumper trucks, motor mixers, bar-bending machines, and welding sets.

### General Precautions

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



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## **Mobile plant and Equipment**

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

## **Static Plant and Equipment**

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

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## TOOL BOX TALK No. 35 (Environment)

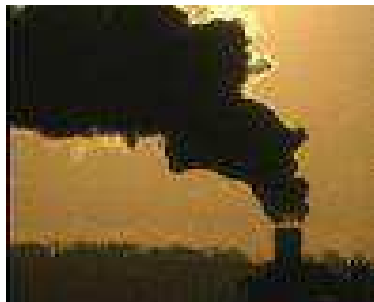
### Pollution Control

In recent years, there has been increased attention to pollution control.

Lack of control leads to harm to people and to the environment.

### Sources of Pollution

- Pollution can affect the air, land or watercourses.
- Smoke, fumes, dust, exhaust emissions and vapours all pollute the air.
- Uncontrolled use of chemicals, oils, fuels and other harmful substances can contaminate the land.



- In some cases, land pollutants can enter watercourses and pollute domestic water supplies many miles away.



- Excessive noise levels are also regarded as a form of pollution.

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- Work with asbestos, lead and radiations are other sources of pollution for which strict control measures must be in place.

## Control of Pollution

- Always use harmful substances with care and dispose of used containers in the proper manner.



- Store bulk quantities of substances such as diesel, oils, greases etc on a hard standing to avoid seepage of leaks and spills into the ground.
- If practical, create a bund wall around the hard standing to prevent spillages reaching the surrounding land.
- Try to avoid running plant powered by internal combustion engines inside buildings or in enclosed spaces - allow exhaust emissions to disperse.
- Do not leave engines of plant running when they are not being used.
- Electrically powered plant and equipment is more environmentally friendly.
- Engine-driven plant and equipment should be regularly serviced to stop or reduce leakage of oils and other fluids.
- Place drip trays under engine-powered plant where necessary to avoid contamination of the land and, possibly, watercourses.
- Reduce noise levels arising out of your work activities where possible.

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- If you are aware of any leak or spillage of any substance, which you believe could result in pollution, inform your supervisor immediately.

Q. What practical measures can you take to prevent pollution?

Q. What plant do we use that could be a source of pollution?

Remember its your Environment,

Protect It



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## TOOL BOX TALK No. 36

### Portable, Hand-Held Electrical Tools

Electrical tools face harsh conditions on site- when misused; they get damaged and become dangerous.

In one year, there were 194 reported incidents of electric shock involving portable electric tools.

### Before-Use Checks

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

### Using Portable Electric Tools

- Portable electric tools should be used for their designated purpose.
- Ensure switches are working correctly before connecting to the power supply.
- Wear eye protection if there is any risk to your eyes.
- Disconnect tools when not in use.

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

## **Hazards**

- Keep power cables off the floor. They may get damaged or cause someone to trip.
- Electrical tools often present a noise hazard - wear ear protection if necessary.
- Avoid standing on a damp or wet surface when using electrical equipment. Keep equipment clean and dry.
- Never connect a portable electric tool to a lighting socket.
- Don't use blunt, worn or damaged bits and accessories.
- Portable electrical tools, that have become wet, should be allowed to dry then checked by a competent person for electrical safety before being reused.

## **REMEMBER**

**LOOK AFTER PORTABLE ELECTRICAL TOOLS AND THEY WILL LOOK  
AFTER YOU**

## **TOOL BOX TALK No. 37**

### **Powers of the HSE**

It is everyone's interest to know what an HSE inspector can do when arriving in site.

They have considerable power and authority.

### **An Inspector Calls**

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

### **What can an Inspector do?**

- Demand entry to the workplace, enlisting the help of the police if necessary.
- Inspect the site and carry out investigations as necessary.
- Require that areas remain undisturbed (usually after an accident).
- Take measurements, photographs and recordings.
- Remove articles, substances or samples from the site.

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- Require a person to give evidence or make a statement.
- Inspect and copy relevant documents and registers.
- Serve Improvement Notices, which require that certain improvements be made when the law is being broken.
- Serve Prohibition Notices, which stop specified work activities from taking place when there is imminent danger.
- Prosecute people judged to have committed a health and safety offence.

## **What you must do**

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

## **REMEMBER**

**THE MAIN POINT OF AN INVESTIGATION IS TO FIND OUT WHY AN ACCIDENT HAPPENED AND PREVENT IT FROM BEING REPEATED.**



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## TOOL BOX TALK No. 38

### Personal Protective Equipment

The dangers arising from many hazardous activities can only be controlled by the use or wearing of PPE.

In many cases, it is not possible to completely eliminate hazards by other means.

### What is PPE

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

### Limitations

- PPE will only protect the user.
- It must be used in accordance with the manufacturer's instructions; do not misuse PPE.
- The actual level of effectiveness is difficult to assess.
- It must be in good condition to be fully effective; do not mistreat PPE; your health or life might depend upon it.

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## **What Your Employer Must Do**

- Assess the risks to employees' health and safety arising from the work activities.
- Try to organise work activities so that PPE is not necessary.
- Where PPE is necessary, select appropriate items that suit the wearer and are made to the required standard.
- Supply employees with the necessary PPE at no cost.
- Train employees to use it, and explain its limitations where this is necessary.
- Ensure compatibility if more than one item of PPE is worn.
- Ensure that PPE is maintained where appropriate.
- Replace defective or lost PPE, at no cost to the user.

## **What You Must Do**

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

### **REMEMBER**

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

## **TOOL BOX TALK No. 39**

### **Protection of Eyes**

On average, 1000 injuries to people's eyes occur every day; 75% by impact, 10% by ingress of foreign bodies (dust) and 15% by burns or chemicals.

The majority of these injuries could have been prevented if eye protection had been worn.

### **Potential Hazards to Eyes**

- Work carried out using abrasive materials where sparks may be given off at speed, e.g. using a power cut-off wheel.
- When welding, ultraviolet light is given off which can damage your eyes.
- The handling of, or coming into contact with, corrosive or irritant substances, such as acids or alkalis.
- Handling and use of cartridge-operated tools.

### **Wearing Eye Protection**

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

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- Ensure any damaged, lost or unserviceable eye-protection equipment is replaced immediately.
- Ensure that eye protectors are comfortable to wear and kept clean.
- If you do get something in your eye, get a trained first-aider to remove it - don't use a dirty handkerchief.
- The place for eye protectors is over your eyes - not on your head or around your neck.

## **REMEMBER**

**EYE PROTECTORS ARE REPLACEABLE, YOUR EYES ARE NOT**

## **TOOL BOX TALK No. 40**

### **Protection of Skin**

Dermatitis accounts for over half of all working days lost through industrial sickness.

Some types of dermatitis, if not treated, can lead to cancer.

### **Contact Hazards to Skin**

- Mineral oils, including fuel oils and mould oils, can give you bad skin conditions, oil acne or even cancer.
- Skin contact with oily rags in overall pockets can cause testicular cancer.
- Chemicals, including alkalis, acids and chromates can penetrate the skin causing ulcers and dermatitis.
- Cement can cause chronic dermatitis. Wet cement becomes more alkaline and more harmful to the skin.
- Solvents and degreasers, including paraffin and thinners, dissolve natural oils in skin leaving it open to infection.
- Tar, pitch and bitumen products cause blisters and oil acne. They can also cause tar warts, leading to cancer.
- Epoxy-resin hardeners, glassfibre, some hard woods and fungicides irritate the skin and can lead to dermatitis.
- Extremes of sunshine, temperature and humidity make the skin more susceptible to dermatitis and other skin problems.

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## **Precautions To Protect Your Skin**

- Avoid skin contact with hazardous substances.
- Wear the correct personal protective equipment.
- Keep your skin clean and use after-wash skin cream.
- Keep your workplace clean.
- Get first aid for cuts and grazes and keep them covered.
- Don't use abrasive or solvents to clean your skin.
- Don't let synthetic resins or glue harden on your skin.
- Examine your skin for the appearance of warts, especially on the scrotum.
- Never wear oil-contaminated clothes next to your skin.
- Too much exposure to the sun can cause skin cancer.

### **REMEMBER**

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

## **TOOL BOX TALK No. 41**

### **Risk Assessments and Method Statements**

Work must be planned and carried out in a safe manner.

The construction industry continues to have an unacceptable accident record.

### **Risk Assessments**

- All employers have a legal duty to prepare risk assessments for work activities that could foreseeably result in injury to people or damage to equipment.
- Risk assessments outline the way in which the job could result in injury to damage and the measures put in place to ensure that the chance of anything going wrong is eliminated or reduced to an acceptable level.
- Employers with five or more employees must have written risk assessments.
- If there are less than five employees, the risk assessments must still be carried out although there is no legal duty to write them down.
- Employers also have a legal duty to communicate the findings of the risk assessment to operatives who may be affected by it.
- Therefore, depending upon the size of your company, you should either be told, or be asked to read, what the risks and control measures are for each job that you carry out.
- There is no specified way for laying out a risk assessment so you must familiarise yourself with the way your employers lay out theirs.
- In many cases, the risk assessments are part of the method statement.

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## **Method Statements**

- Method statements are a written list of operations, to be carried out in a specified sequence, in order to complete a work activity in a safe manner.
- Everyone involved in a job for which a method statement has been written should read it and sign as having done so.
- Well-written method statements address all the hazards present and plan the work so that the risk of accident is eliminate or reduced to an acceptable level.
- Most method statements also include risk assessments for the same job so that operatives can read what hazards have been considered and how the risks of accidents have been overcome.



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## **TOOL BOX TALK No. 42**

### **Safe Stacking of Materials**

Unsafe stacking can lead to serious injuries.

Don't find yourself underneath an unsafe stack.

### **General Points on Stacking**

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

### **Pipes and Tubes**

- Where pipes are small in diameter, stack in racks.
- If larger in diameter, securely chock at the base.
- Don't stack in pyramids as then can become unstable.

**REMEMBER  
STACK SAFE - STAY SAFE**

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## **TOOL BOX TALK No. 43**

### **Safe Working at Height**

Over 40% of major injuries on construction sites involve falls from heights.

50% of falls over 2 metres end in death. Don't end up as a statistic.

### **Before Working at Height**

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

### **Hazards of Working at Height**

- If you can fall more than 2 metres, guardrails and toe-boards must be erected.
- Hazards resulting from adverse weather conditions must be anticipated, and suitable precautions taken.
- LPG cylinders should be located at least 4 metres away from heat source. Spare bottles are to be kept to a minimum.

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- Don't allow rubbish to accumulate, as this is liable to cause accidents. Use a chute or lower materials properly.
- Wet, windy or icy weather can seriously affect safety.

## **Safe Working on Roofs**

- Only competent operatives may be used for roofing works.
- 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.
- Where work is of short duration and the provision of guardrails and toe-boards is impracticable, safety harnesses must be used with suitable anchorage points provided.
- If using bitumen boilers, they require a drip tray.
- Openings must be covered or guarded; if removed for the passage of workers or materials, replace immediately.

**REMEMBER**

**THERE IS NO SAFE HEIGHT TO FALL FROM**

## **TOOL BOX TALK No. 44**

### **Safety Inspections and Consultation**

Everyone at work has a moral and legal duty to prevent accidents.

Employees who are aware of unsafe activities can take the necessary reporting actions to prevent accidents occurring.

### **Why have Safety Inspections?**

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

### **Safety Inspections**

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

### **Consultation**

- Employers have a legal duty to consult with employees on matters of health and safety.
- Employers may appoint safety representatives through whom employees can raise matters of concern on health and safety.

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- If there are matters of health and safety which concern you, you should bring them to the attention of your employer.

## **Union Safety Representative**

- Recognised trade unions have the right to appoint safety representatives.
- Safety representatives, upon giving notice, can carry out safety inspections.
- 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.
- If you have a union-appointed representative, you should know his or her identity.
- If you are in a trade union that has appointed a safety representative, you should be able to take any concerns about health and safety to him or her.
- Employers must set up a safety committee if union-appointed safety representatives request it.

## **TOOL BOX TALK No. 45**

### **Safety Nets and Suspension Equipment**

Reduction of serious injuries on site caused by falls, falling debris, materials, tools and equipment.

Half the number of people who fall from heights in excess of over 2 metres die. Don't become a fatality.

#### **Pre-Use Considerations**

- Trained and competent persons must undertake the installation of the equipment.
- The equipment should be inspected to check that it is serviceable and suitable for the current task.
- All the anchorage points and supports are suitable and secure.
- The prevailing weather conditions will not prevent operatives from working safely.
- People working in the immediate vicinity have been warned of the overhead hazard (including occupiers of adjacent properties) and adequate and appropriate warning notices have been displayed.

#### **During Use**

- Only authorised, trained and competent personnel are allowed to use the equipment.
- Regular checks are to be made to ensure that safety nets remain free from rubbish and debris and are correctly adjusted.

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- Horseplay with the equipment is strictly prohibited.
- The immediate area is to remain free from projections that could impair the safe use of the equipment.
- The area immediately below the equipment is to be maintained as a safe area or protection is to be installed and maintained.
- Precautions are to be taken to ensure that any working platforms are not allowed to become slippery.
- All tools are to be adequately secured to prevent them being dropped or being allowed to fall to the area below.
- Regular checks are to be made to ensure that safe working loads are not exceeded.

## **After Use**

- All equipment is to be inspected for damage, and must be clean and dry before being stored away.
- Any defects with the equipment are to be reported promptly and correctly.
- Adequate records of the condition and usage of the equipment are to be maintained.
- All tie-offs for cradles, ancillary lines and ropes etc., are to be left in a secure position to prevent unauthorised access and use of the equipment.

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## **TOOL BOX TALK No. 46**

### **Safety with Steelwork**

Operative should be aware of the hazards associated with the erection of steelwork.

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

### **Hazards**

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

### **Precautions**

- Erection will invariably involve the use of crane - all lifts must be supervised by a competent person and involve the use of qualified slingers.
- When working at height, work from a stable working platform wherever possible.



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- When a platform is not practical, wear a safety harness and fall arrest device - ensure that you are clipped to a secure anchorage point at all times.
- Ensure that there is a safe means of access to high-level places of work.
- Be aware of the dangers to other below - cordon off the area to ground level.
- The use of cranes over long periods will mean that you may have to consider: -
  - Weather the ground conditions can support the crane.
  - The area required by the crane as it swells - including, in some cases, consideration for the general public.
  - The proximity of buried ducts or pipes that may affect crane stability.
- Always wear the appropriate PPE.
- Don't move along means by 'straddling' unless absolutely necessary.

## **TOOL BOX TALK No. 47**

### **Security on Site**

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

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

### **What the Law Says**

- 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 aware of danger.
- On 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.

### **Some Risks To The Unwary**

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

### **Removing Temptation**

- Ensure that an effective system of access control is operated.

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

### **Dealing With Trespassers**

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

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## **TOOL BOX TALK No. 48**

### **Signallers and Slingers**

Heavy objects are lifted around sites by cranes regularly - the potential for danger is obvious.

Signallers and slingers must be trained and competent to sling and signal safely.

### **Lifting Gear**

- Check the lifting gear for kinks and frays each day.
- Chains must not be joined by means of bolts or wire.
- No lifting gear must be used unless its SWL is marked.
- Don't use improvised slings or a single leg of a multiple sling.
- Store chains, ropes, straps and slings in dry conditions.

### **Before Lifting**

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

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## **During Lifting Operations**

- Use approved hand signals clearly and distinctly.
- Protect wire ropes and slings from sharp edges of the load with softwood or other suitable packing.
- Ensure the correct pin in the shackle is used and screwed home.
- Ensure the hook is central to stop the load swing when raised.
- Ensure the load is lifted off the ground and is free and correctly slung before hoisting.
- Always use a guide rope to steady the load.
- Stand well clear of the load being lifted.
- When the crane is in operation, don't leave the area unless another signaller relieves you.
- Warn the crane operator of any obstructions to the load.
- To avoid damage to lifting gear, loads should be landed on to timber or another suitable bearer.

## **Hazards**

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

**REMEMBER  
YOU ARE THE EYES OF THE CRANE DRIVER**

## TOOL BOX TALK No. 49

### Site Transport

Site transport carries people and materials. The carriage of both should be carried out in safety.

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

### General Precautions

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

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- Site transport should only be refuelled at designated refuelling points by operatives who have been trained.

## **Site Transport For Carrying Materials**

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

## TOOL BOX TALK No. 50

### Slips, Trips and Falls

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

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

### Why do they occur?

- Most injuries from slips, trips and falls occur because of poor housekeeping.
- Many items left on the ground, such as coiled cables, hand tools, lengths of pipe or timber, will trip someone if not deposited in a safe position.
- Split substances, such as oils and greases, will form a slip hazard if not immediately cleaned up.
- General debris, such as brick and block fragments, can quickly accumulate and form a tripping hazard if not cleaned up as it is created.
- Trailing cables are another frequent cause of tripping.
- Mud left on the rungs of a ladder by the previous user will represent a slipping and falling hazard for the next person.
- 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 that are visible in full daylight might be hidden in semi-darkness.



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## **What can you do about it?**

- Clear up waste materials as you create them. Lightweight waste should be bagged or bundled, and nails removed from waste timber.
- Do not leave tools, equipment or unused materials lying about on the floor.
- If you are using substances that could possibly spill, ensure that you have a means of effectively clearing up the spillage.
- 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.
- If the site is muddy, scrape mud off your boots before climbing ladders or walking anywhere else where it might be a danger to others.
- Be aware of the increased risks to tripping as the level of natural light fades; ensure that all tools, equipment and materials are stored in a safe location.

## **REMEMBER**

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

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## TOOL BOX TALK No. 51 (Environment)

### SPILL CONTROL

Spillages onto ground or into water can, over a long period of time, accumulate to become a major environmental problem with far reaching effects.

Spillages are a direct result of poor storage, handling and disposal of chemicals, fuels and other substances used on site. Even the smallest spill can have an impact on the local area and it is small spills that can accumulate and cause major environmental problems.

All these problems can be avoided by using good control techniques of the following points:

- Maintain a general practice of good housekeeping - Keep the site tidy.
- Make it your business to know where the surface water drains, streams and ditches are, so that you can assess the urgency of an incident.
- Dispose of all waste types into the appropriate containers.
- Report any spills immediately to your supervisor and have spill clean up equipment available before an accident happens.
- Storage areas and tanks must have adequate bunding. A bund must be 110% of the capacity of the storage tank / container itself.
- Make sure all containers are labelled to show the contents - even diesel for plant or water where appropriate. Have you seen labelled containers? Water and sulphuric acid look very similar!
- Containers and barrels containing substances such as petroleum, oil or chemicals must be stored in an adequately bunded area.

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- Where practicable liquid storage and refueling activities must be carried out at least 30 metres away from a watercourse or drain.
- Drip trays must be used when refueling. Drips trays must be emptied regularly to prevent overflow. If possible use interceptor drip trays.
- Plant maintenance must be undertaken away from a watercourse or drain.
- Any open containers must be covered to avoid potential spills and vandalism.
- Dispose of empty containers and drums in the correct waste facilities as they always retain some liquid and could cause ground contamination.
- Ensure emergency response measures identified on the environmental risk assessments are in place (e.g. spill kits).

It is you as an individual who is responsible for taking care when using materials, for Health, Safety and Environmental reasons.



You can help to prevent repercussions on the environment and just as importantly, on other people, by careful planning and by following good practices.

Q. Why are drip trays required beneath diesel plat/equipment?

Q. What should you do if a diesel spill occurs?

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## TOOL BOX TALK No. 52

### Sun Safety

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

There are simple steps that you can take to protect yourself, of which you must be aware.

### Facts and Figures

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

### Who Has Increased Risks Of Skin Damage?

- People with pale skin, fair hair, freckles or a large number of moles.

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- People with a family history of skin cancer and those with excessive exposure to sunlight, such as outdoor workers.
- 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 sunshine or cover up with tightly woven clothing and wear a hat.*

*Type 3:*

White skin tans easily and burns rarely. 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 sunshine.*

*Type 5*

Brown skin

*Type 6:*

Black skin

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

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## **Sun Safety Code**

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

### **Don't Delay:**

**If you think something might be wrong, get it looked at quickly.**

## **TOOL BOX TALK No. 53**

### **System Scaffolds**

System scaffolds are being used more frequently.

They have safety features that are particular to them.

### **Features Particular to System Scaffolds**

- The components of most system scaffolds are fastened together by wedges or locking rings rather than loose couplers.
- 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 guardrails that air in the way because it is easy.
  - Don't carry out other unauthorised adaptations.
  - Be aware that if other operatives are using the scaffold, they may have carried out unauthorised adaptations.
- Bay lengths may be different to those of tube and fittings scaffolds; you may have to be more careful where you land heavy loads.
- It is possible that, on some system scaffolds, purpose-built loading bays are the only places permitted for the positioning of heavy loads.
- You may have to split heavy loads into smaller quantities before distributing them around the working platforms.
- 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.

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## **Features in Common with Other Scaffolds**

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



## TOOL BOX TALK No. 54

### The Health and Safety at Work Act 1974

Awareness of the legal responsibilities of employers and employees.

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

### Scope of the health and Safety at work Act

- Everyone in the construction industry has legal duties under the Act.
- Everyone in the construction industry is protected by the Act.
- The Act allows Health and Safety Executive (HSE) inspectors to visit sites and take enforcement action if work areas and activities are not safe

### General provision of the Act

- 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.
- 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

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## **Penalties**

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

## **Enforcement**

- The powers of HSE inspectors include: -
  - Entering places of work (including construction sites) at any time and place 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

## TOOL BOX TALK No. 55

### Tube and Fittings Scaffolding

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

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

### Scope of the health and Safety at work Act

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

### Loading

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

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## **Hazards**

- Guardrails and toe-boards must be fitted where a person is liable to fall more than 2 meters.
- Don't use incomplete scaffolding.
- Don't remove or interfere with ties, guardrails, bracing, toe-boards and ladders. Alterations must only be made by competent persons.
- Don't throw, drop or tip materials from heights - either lower or dispose of them through a chute.
- The gap between toe-boards and mid guardrails, and between mid and top guardrails, must not exceed 470mm.

## **Inspection**

- Carry out a visual inspection at the start of each shift prior to use.
- Report all faults or defects immediately.
- Scaffolding should be inspected every 7 days by a competent person and details of the inspection recorded.

## **REMEMBER**

**SCAFFOLDING PROVIDES YOU WITH A SAFE WORKING PLATFORM -  
DON'T ABUSE IT**

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## TOOL BOX TALK No. 56

### Vehicle Fuels

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

By being aware of the risks, the chance of an accident occurring can be reduced or eliminated.

#### Petrol

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

#### Diesel

- There are no storage restrictions for diesel fuel.
- Protective gloves should be worn when handling diesel oil because skin contact can result in irritation leading to dermatitis and infections.
- Oil, spilt diesel will cause a slipping hazard on hard surfaces.
- Diesel oil should be stored in metal cans that should be kept in a lockable store.

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## **Liquefied Petroleum Gas (LPG)**

- LPG is used mainly as a fuel for small plant vehicles such as dumpers and forklift trucks.
- Cylinders are of special construction and designed to be mounted on their side.
- Cylinder connectors and other unions have a left-hand thread.
- Always use the correct size spanner for tightening or loosening connections; hand-tight connections will allow leaks.
- LPG vapour is heavier than air; leaks will accumulate at floor level if not allowed to disperse.
- LPG vapour is highly flammable and must be kept away from sources of heat, naked flames and sparks (including electric sparks).

## **TOOL BOX TALK No. 57**

### **Vibration**

Exposure to high levels of vibration can result in serious and disabling injury.

Many operatives do not appreciate the possible dangers from vibration.

### **Effects of Vibration**

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

### **The Sources of Vibration**

- A common cause of hand-arm vibration is the prolonged use of rotating hand tools used for cutting and grinding.

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- Percussive hand tools used for riveting, chipping, hammering, drilling etc are also sources of vibration.
- The use of chainsaws is also another source of hand-arm vibration.

## **Avoidance of Vibration**

- Advances in technology are leading to newer tools being equipped or manufactured with vibration-absorbing features.
- Haden Young use only the latest tools - mainly from Hilti.
- Refer to your Product Selector and ensure you work to the details shown.
- When using a tool which causes vibration, break the job up with other work activities.
- If you think you are suffering ill effects from vibration, stop the activity, speak to your supervisor and if necessary seek medical advice.

## **REMEMBER**

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



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## TOOL BOX TALK No. 58 (Environment)

### Waste Management

Good housekeeping is an essential part of site safety.

Accumulated waste materials and substances can turn into risks to health and safety in several ways.

### General Precautions

- Separate different type of waste into separate skips if there is such a system.



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

### Skips

- If a skip is to be positioned in the road, a council permit is required.



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- A skip on the road must be coned off at all times with adequate lights at night.
- Don't overload skips - load to the top of the sides.
- Don't attempt to ride in a skip - waste material could move and injure you.



## Fire



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



## Hazardous Waste

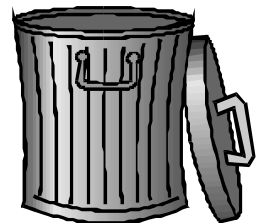
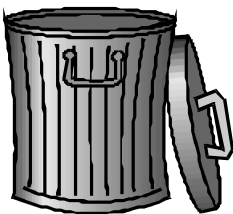
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- Special arrangements have to be made for the removal of certain hazardous substances, such as asbestos, oils and solvents from site.
- 
- Haden Young Construction Services must be used to arrange delivery and collection of waste bins
- These substances must not be mixed in with general waste. Each type of hazardous waste must be kept in a properly labelled bin, that is secured closed.

## Food Waste

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



Q. How can the presence of rats be discouraged?

Q. Where on site should waste timber and cardboard be disposed of?

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## TOOL BOX TALK No. 59 (Environment)

### WASTE MANAGEMENT AND MINIMISATION

The Haden Young HS&E Policy states that we will try to reduce waste. Good housekeeping helps achieve this objective. Waste management is extremely important for a number of reasons: -

- Haden Young can be prosecuted for carrying, treating or disposing of waste incorrectly.
- A tidy site presents a good image, emphasizing care for health, safety and the environment.
- The minimisation, management and appropriate disposal of waste have clear environmental benefits and can reduce costs.



The following procedures must be carried out to help comply with the law: -

- Always follow segregation procedures specific to your site. Be aware of any Special Wastes that your site may produce.
- Ensure that waste containers are appropriate, labelled and close to the point of work to promote their usage.
- Avoid the storing of waste adjacent to watercourse or drains as this creates an immediate pollution hazard. Be aware of the effect of rain on waste skips whenever possible.
- Ensure that all contaminated waste is stored within suitable containers or membranes to prevent secondary contamination of clean soil.

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- It is not only solid waste that requires consideration; liquid waste must also be carefully controlled. Waste such as oil and chemicals should be collected and removed from the site by an appropriate contractor. Whenever possible, attempts should be made to recycle waste by using an appropriate recycling contractor.



On some contracts we are responsible for removing waste from site. We should take an interest on every contract because every time a load of waste goes off site, the following are essential:

- Know where your waste is going for disposal.
- For general waste: Complete a Transfer Note that must be signed by the waste carrier and a representative of Haden Young. Keep this for two years.
- Check that the carrier has a valid Waste Carriers Licence.
- Check that the waste is secure and can't escape in transit.



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Regarding waste minimisation the following points should be considered when using any resources on site:-

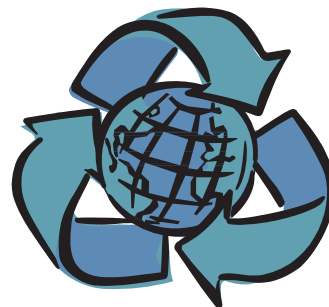
- Reseal tins, containers and barrels after use.
- Use the right materials for the right job.
- Switch off any plant, heaters, lights and general equipment when not in use in order to save energy.
- Follow any waste separation procedures specific to your site if you are unsure - ask your supervisor.

If you can see an opportunity for reducing the amount of raw materials used, for re-using materials instead of throwing them away or recycling materials then contact your supervisor - most waste minimisation ideas come from you!

Always remember the 3 'R's (in order of preference): 1. Reduce; 2. Re-use; 3. Recycle.

Q. What type of special Waste do we generate on our sites?

Q. Give examples of how we can save energy on our sites.



## **TOOL BOX TALK No. 60**

### **Weil's disease**

The presence of rats on site must be discouraged.

Weil's disease can be fatal, don't become a statistic.

### **Weil's Disease – What is it?**

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

### **What can you do about it?**

- 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.
- Do not handle the carcasses of dead rats or other small mammals.
- If you frequently work near water, carry a card or tag saying that you may be a risk of catching the disease.

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- Be aware that you can catch the disease if you get water in your mouth and nose after falling in.
- See your doctor immediately if you think you are infected.

## Who is at risk?

- All operatives who may come into contact with contaminated water.
- Particularly 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 in tunnelling





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## TOOL BOX TALK No. 61

### Welfare Arrangements

Adequate welfare facilities should be provided on all sites.

The provision of adequate toilets, washbasins, drying rooms and rest areas are essential for the well-being of site staff.

### General Welfare

- Enough toilets, washbasins, drying space and rest areas must be provided to cope with the number of operatives on site.
- Toilets and washbasins must be properly maintained and kept clean - hot and cold water must be provided.
- If you change out of 'street clothes' into working clothes, a changing area should be provided with storage facilities for your 'street' clothes.
- 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.

### Operatives' Responsibilities

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

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## **Food Safety**

- Lager sites may provide hot or cold food as apart of welfare arrangements.
- All food must be stored, handled and prepared in hygienic conditions.
- Anyone preparing food for others must observe good standards of personal hygiene, not smoke in food preparation areas and report certain illnesses.
- 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.
- Dispose of waste food safely, do not encourage rats or other vermin.

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## **TOOL BOX TALK No. 62**

### **Working in Confined Spaces**

Not knowing the dangers of confined spaces had led to the deaths of many workers.

The dead often include ill-equipped rescuers.

### **Hazards**

- Oxygen-depleted or enriched environments.
- Presence of a suffocating, toxic or flammable atmosphere.
- Actual or potentially hostile environment (inside plant).
- Biological hazards. Weil's disease from rat's urine.
- Confined spaces include: cellars, chambers, pits, tanks, manholes, sewers, tunnel and some excavations.

### **Before Entering A Confined Space**

- Don't enter a confined space until a risk assessment has been carried out by a competent person.
- Check for flammable or toxic gases and O<sub>2</sub> content.
- If breathing apparatus is required, don't enter a confined space until you're trained to use it. Obey Permits to Work.
- You must be fit and healthy to enter a confined space.
- Check communications and monitoring equipment.

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## **Working In Confined Spaces**

- Work will be controlled by a Permit to Work, which will include arrangements for rescue.
- Wear protective equipment and clothing provided.
- Only BASEFFA-approved electrical equipment is to be used where flammable gases may be present.
- Don't eat, drink, smoke or use a naked flame or allow exhaust fumes in close proximity to point of entry.
- Wash your hands at the end of each shift.

## **Emergency Procedures**

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

**REMEMBER**

**DON'T ENTER A CONFINED SPACE UNTIL THE RISKS HAVE BEEN ASSESSED**

## **TOOL BOX TALK No. 63**

### **Working Over Water**

75% of all drownings occur in inland waters.

Male drownings are most common, due to bravado, foolishness and lack of safety awareness.

### **Prevention of Drowning**

- Working platforms must be properly constructed including toe-boards and guardrails. Secure boards to prevent them from being dislodged by rising water or high winds.
- Ladders should be lashed.
- Safety harnesses must be worn where appropriate.
- Lighting must be adequate for night work and must illuminate the immediate surrounding water surface.
- Check on your workmates at frequent intervals.
- Materials must be stacked in order to maintain clear access.
- Tools not in use must be stored away.
- Ensure that pontoons are properly loaded, stable and securely moored.
- Ensure deck access and egress are clean and don't become slippery. Deal quickly with hazards.
- If there is a risk of falling in, wear a life jacket or buoyancy aid - a life jacket will automatically turn an unconscious person into a face-up position in the water, a buoyancy aid will not.

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- Ensure you only embark at suitable landing places.
- Don't remove guardrails - they are there for your safety.

## **Rescue from the Water**

- Ensure you don't work alone, so that one if you can always raise the alarm.
- Ensure your life-saving equipment is available and checked at the start of every shift.
- Where a safety boat is provided, check the equipment at the start of every shift.
- Competent people must continuously man rescue boats during night work and in tidal waters.
- Powerful spotlights should also be available.
- Ensure you are familiar with emergency drills.
- Report defects to the person in charge immediately.
- Be aware of the dangers from Weil's disease.

## **REMEMBER**

**FOOLISHNESS AND BRAVADO OVER WATER LEAD TO PEOPLE  
GETTING DROWNED**

## **TOOL BOX TALK No. 64**

### **Young People on Site**

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

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

### **Who is a Young Person?**

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

### **What are the Problems**

- Young people will not have the same level of safety awareness as someone more experienced.
- For some young people, a construction site will be their first experience of a place of work.
- 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.
- Young people will require a greater level of supervision than an adult, the level depending on their job and sit conditions.
- Young people might be more tempted to arrive at work whilst unfit, due to several factors.

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- Young people might create dangerous situations because of an eagerness to please.

## **Protection of Young People**

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



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## TOOL BOX TALK No. 65

### **What is a Permit to Work System?**

A permit-to-work system is a formal written system used to control certain types of work that are potentially hazardous. A permit-to-work is a document, which specifies the work to be done, and the precautions to be taken. Permits-to-work form an essential part of "safe systems of work" for many site activities. They allow work to start only after safe procedures have been defined and they provide a clear record that all foreseeable hazards have been considered and control measures activated.

- Clear identification of who may authorise particular jobs (and any limits to their authority) and who is responsible for specifying the necessary precautions;
- Training and instruction in the issue and use of permits;
- Monitoring and auditing to ensure that the system works as intended.

### **Activities Requiring "Hot Work"**

- Operations involving flame
- Hot air or arc welding
- Cutting equipment
- Brazing and soldering equipment
- Bitumen boilers
- Other equipment producing heat or having naked flames

### **Procedures**

- The HY Hot Work Permit shall cover HY employees and our Sub-Contractors employees.

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- Carry out risk assessment and provide method statement for each activity in each area.
- Inform Authorising Issuer of request for Hot Work Permit by 8am at the latest each morning when required.
- Inform Authorising Issuer of operatives, tasks and equipment to be used in each area.
- If the Authorising Issuer for the zone you wish to work in is unavailable then the designated Cover Authorisers must be contacted. They are Des Peddie and Paul Smyth.
- No person is to commence any hot works until a Hot Works Permit request has been authorised.
- Provide PPE and other protective measures for tasks. See Method Statements and Hot Work Permit.
- Ensure each operative is aware of how the Permit to work system is operating on the site.
- The Hot Work Permit will not be issued to any operative who is not trained appropriately for the task to be undertaken, and who has not attended this tool box talk.
- Each operative is responsible for checking his or her area of work is safe and complies with the risk assessment and Hot Work Permit prior to commencement of work.
- Hot Works must discontinue one hour before close of work in order to ensure that adequate time remains for the Authorising Issuer to check the area and sign off.
- Each operative is responsible for ensuring that their work is safe and secure before leaving the site-whether for breaks or at the end of the day.

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- Periodic checks will take place by the Authorising Issuer throughout the working day and they shall record their checks.

## **Fire Prevention and Control**

Fire kills more than 1,000 people every year and injures thousands more.

## **PLAN IN ADVANCE, YOU WONT HAVE TIME WHEN FIRE BREAKS OUT**

You can prevent fire, you can also start them.

### **Before Beginning Work**

- Carry out a Risk Assessment to see if a 'Permit to Work' is required. (see above)
- Check there are no combustible materials in the work area.
- Exposed wooden floors and other items of combustible material, which can not be removed, must be covered with sand or other non-combustible material.
- Clear away any rubbish or litter
- Make sure adjacent timbers and anything else that cannot be removed and might catch fire, is protected from heat and flames. (This can be done by shielding with a non-flammable material rubbish or litter).
- Check that other installations will not cause a hazard to or be effected by the hot works.
- Ensure PPE and other protective devices necessary for the job are there and in good condition.

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## **During & After Work.**

- When welding, cutting or grinding, the work area must be suitably screened using non-combustible material.
- Suitable protective clothing and eye protection must always be worn.
- Make sure you have a fire extinguisher readily to hand before commencing work.
- Blowlamps and torches must not be left burning when they are not in use.
- Gas cylinders must be secured in a vertical position and fitted with a regulator and flashback arrester.
- Tar boilers, lead heaters and similar equipment should only be taken onto roofs in exceptional circumstances, when a non-combustible heat insulating base must be provided to prevent heat igniting to the roof. Such equipment must always be supervised by an experienced operative and be sited where spilled material can easily be controlled. Gas cylinders must be at least 3(three) metres from the burner and at least one appropriate extinguisher must be to hand.
- Remember that metal work, (such as pipes and tray work) can conduct heat to combustible materials. All hot work must be finished at least one hour before the end of the shift or day. Allow a minimum of 30 minutes after Hot Work has been completed to inspect all work area(s) to ensure there are no signs of residual heat or smouldering.
- Where all or part of any Fire Alarm System has been disabled, a check must be made to ensure that the system is in full operational order before leaving the site.

## **Fire Prevention**

- Don't hang clothing over or near heating equipment.

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- Don't let paper, oily rags or other rubbish accumulate.
- Don't smoke in prohibited areas.
- Use proper, sealed containers for flammable liquids, not open tins or buckets.
- Don't overload electric sockets - one socket, one plug.
- Handle flammable liquids at a safe distance from possible sources of ignition.
- Ensure there are no adjacent flammable materials before using blowlamps, welding and cutting equipment.
- When electrical equipment is not in use, switch it off at the mains.

## Fire Precautions

- Make sure you know what to do in case of fire.
- Keep fire doors clear and unobstructed.
- Don't obstruct access to fire extinguishers.
- Ensure you know how to operate the fire extinguishers in your area.

## Fire Extinguishers

- All new refurbished extinguishers will be coloured red with contrasting colour panel to indicate the contents.
  - **Water** (*red*) - use on paper, wood and solid flammables.
  - **CO<sub>2</sub>** (*black*) - use on liquids, gases and electrical fires.
  - **Foam** (*cream*) - use on flammable liquids.
  - **Powder** (*blue*) - use on all types of fires but primarily fires involving metals, such as aluminium and magnesium.

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## **Actions To Take In The Event Of Fire**

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

## **Responsibilities Under Permit to Work System**

The employer, site management and Authorisers have a responsibility for ensuring proper procedures are developed and followed. But everyone who carries out work of any kind on a site whether they are contractors or subcontractors' - will find that they have responsibilities and duties under permit-to-work systems. It is important that each person knows exactly what those responsibilities and duties are, if they are to be carried out properly.

## **Employers' Responsibilities**

- An appropriate Hot Work Permit system is introduced
- Appropriate procedures are established and maintained for all work done under the Hot Work Permit system
- Arrangements are made for the workforce to be made aware of the permits and systems, and trained in their operation. These arrangements should cover the whole workforce, including contractors and subcontractors
- The systems and procedures satisfy, as a minimum, all the legal requirements relating to the task, work area and location.
- The procedures and systems used are monitored to ensure that they are effective and correctly applied

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- Copies of permits & records are kept

## **The Authorising Issuer should ensure that**

- All hazards associated with the proposed job have been identified;
- All steps necessary to ensure the safety of the site or installation have been identified
- Work activities that may interact or affect one another are clearly identified and either conflict avoided or precautions included on the Hot Work Permit
- The Hot Work Permit specifies the action to be taken if the work has to be suspended
- Copies of all issued Hot Work Permits are displayed at a convenient location and in a systematic arrangement so that the employees can readily see and check what is covered.
- The work site is examined at any time when work is suspended, and finally when the work is completed to ensure that it is in a safe condition
- Before the permit is cancelled any precautions and isolations still to be withdrawn are in fact withdrawn and the systems they are part of returned to normal

## **Individuals' Responsibility**

- Have a good general knowledge of the permit to work system and procedures that are to be operated in all of the zones in which they may have to work.
- Ensure that they do not start work on any job requiring a Hot Work Permit until one has been authorised and issued.

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- Ensure that the conditions and precautions set out and specified in the permits issued to them or for work in which they will be involved are fully understood
- Ensure that all the precautions and safety measures to be taken by them in the Hot Work Permits and Method Statements are strictly followed;
- If in any doubt or if any circumstances or conditions change, make the work area safe and get advice immediately.



## **TOOL BOX TALK No. 66**

### **Use of Makita TCT (tungsten Carbide Tipped) Metal Disk Cut Off Saw (Chop Saw)**

**Many Accidents are caused by the misuse of power operated cut off saws (chop saws).**

**The following safety precautions must be followed at all times:**

- Know your power tool. Read the instruction manual carefully and before use
- Keep guards in place and in good working order at all times
- All plant must be checked daily and before use to ensure correct operation
- When changing cutting blade, be careful not to damage the arbour, flanges (especially the installing surface) or bolt as damage to these parts could result in damage to the blade
- Keep your work area clean at all times as cluttered workplaces invite accidents
- Do not use in dangerous environments for example in wet or damp locations
- Do not use near flammable liquids or gasses
- Keep a fully charged and correct type of fire extinguisher close by the work area whilst using cut off saws
- Safety goggles must be worn at all times during use of the cut off saw, never rely on safety spectacles or safety glasses

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- Ear protection must be worn at all times during use of the cut off saw
- Be aware of small metal fragments being ejected during cutting operations
- Do not wear loose clothing as this presents a risk of entanglement
- Do not force the tool, it will do the job better and safer at the rate it was designed for
- Check the blade carefully for damage/cracks before operation (damaged/cracked blades must be replaced immediately by trained competent persons)
- Make sure the shaft lock is released before the power switch is turned on
- Hold the handle firmly and be aware that the saw moves up and down slightly during start up and stopping
- Keep hands out of the path of the saw blade and avoid contact with coasting blades as they can still cause serious injury
- Do not perform any operation freehand, the workpiece must be secured firmly with the vice during all operations
- Never reach around the cutting blade
- Do not overreach whilst using the saw, keep proper balance and footing at all times
- Use a face mask or dust mask if the cutting operation is dusty
- Make sure the blade is not contacting the workpiece before the power switch is turned on

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- Before using the cut off saw on the actual workpiece, let it run for a while and watch for vibration or wobbling that could indicate poor installation or a poorly balanced blade
- Wait until the blade attains full speed before cutting the workpiece
- Stop operation immediately if you notice anything abnormal
- Do not attempt to lock the trigger in an on position
- Shut off power and disconnect lead before servicing or adjusting tool
- Be alert at all times, especially during repetitive, monotonous operations and don't be lulled into a false sense of security, cutting blades can be extremely unforgiving
- When the cut is complete, switch off the tool and wait until the blade has come to a complete stop before returning the handle to the fully elevated position.
- Turn off tool and wait for saw blade to stop before moving workpiece or changing settings
- Always use accessories recommended by the manufactures as use of improper accessories such as abrasive wheels may cause serious injury
- Do not abuse the power cord and never pull the cord to disconnect it from the power source, keep away from heat, water, oils and sharp edges

**REMEMBER**  
**CUTTING WHEELS MUST ONLY BE FITTED BY A TRAINED AND**  
**COMPETENT PERSON**

## TOOL BOX TALK No. 67

# It's Up to You

## An Introduction to Behavioural Safety

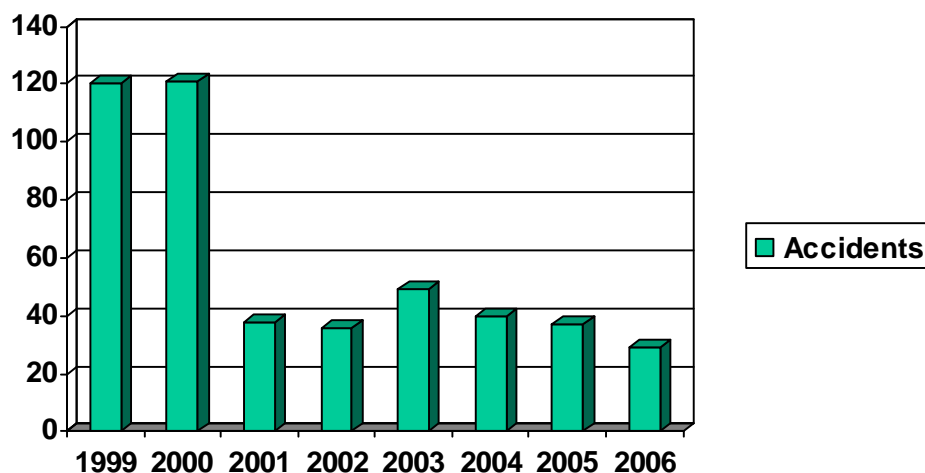
### What is Behavioural Safety?

It is simply a method of helping personnel understand the importance of working safely at all times, and of following agreed procedures.

### Why do we need it?

We have improved our safety performance consistently over many years. However, we want to improve even more in the future. Last year over three quarters of our sites did not have a RIDDOR reportable injury. We want all sites to be incident and injury free. That sounds a tall order, but that is where we want to be.

We have analysed the incidents that have occurred in the company over recent years and noticed an interesting trend. If we go back in time we had a greater number of accidents.



In addition a number of them related to inadequate procedures or systems of work. This helped us to identify and implement systems and procedures, and to a large degree these have been effective.

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## DISCUSS THE LATEST H&S POSTER - BODY CHART - ACCIDENT TRIANGLE ETC. - HOW IS THIS SITE DOING?

However, when analysing recent incidents we notice that many are due to individual's lack of compliance. For example, failing to wear PPE provided, or failure to comply with a risk assessment.



Clearly the vast majority of people comply and they do not have accidents.

However, the small percentage who don't comply need to be helped to understand why they should change their behaviours.

Therefore, we have decided to introduce a behavioural safety scheme.

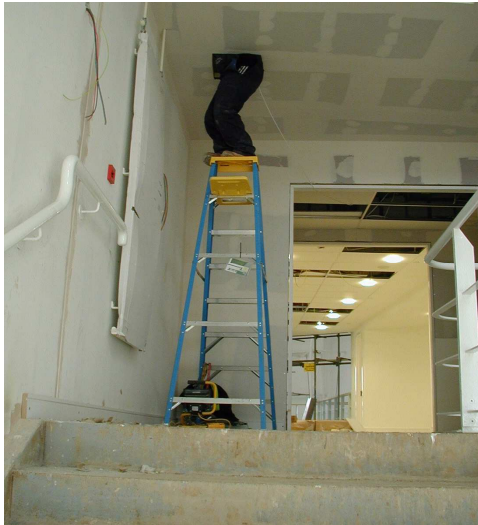
## WHY DO WE WANT TO DO THIS?

The scheme we have adopted in Haden Young is very simple. It basically involves training all levels of Supervision from the Managing Director down, in techniques on how to intervene if unsafe acts are seen.

The intention is not to shout or to assign blame. The intention is to engage in a conversation with the person involved in the unsafe act and to help him understand what is wrong, and to gain his agreement to work safe in the future.

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**Why we learn not to argue politics and religion in the pub/over dinner unless it's for fun.**

We are not out to alter your beliefs or principals - we recognise that people do not readily change their attitudes. We also recognise that motivation changes (the football managers "six point" phenomenon) tends to be temporary.

However, we are sure that if we take the time to explain the potential consequences of unsafe behaviours people will agree to work safe in the future. Therefore, you may find yourself approached by other Haden Young personnel who will engage you in a conversation.

**They have been trained to follow the 5 key steps to a successful intervention:-**

- Make it safe; move clear of any danger
- Introduce yourself; use first names. Talk to people as equals, not as employees.
- Express concern for the person's safety
- Coach the person on the risks involved; have a two way conversation; get their opinion.
- Secure a commitment to work safely in the future

All we ask is that you remain receptive to any approach and try to take on board what is being said.



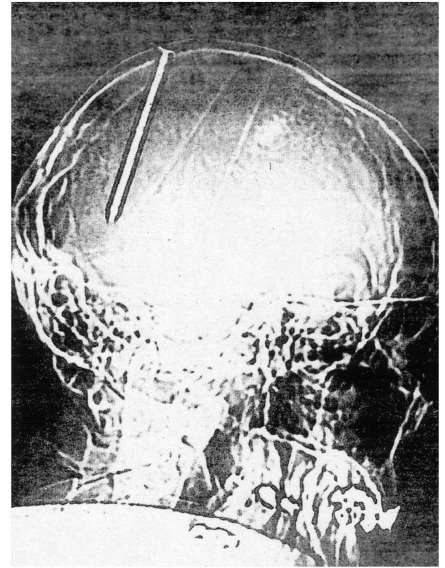
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Case Study: A man collapsed at a football match with a pain in his head. The X-ray showed a six inch nail was embedded in his skull!

This happened at the factory where he worked - the practise was to "swing" pneumatic nail guns across aisles. He was hit by one but failed to notice it had also fired a nail into his head!

This method of working was unsafe and the accident was waiting to happen.



Question: How would implementing behavioural safety have avoided this incident?

Finally, we have developed a series of toolbox talks that set out "scenarios" which will help to explain the whole concept in a bit more detail. These scenarios have been used to train Supervisors in behavioural safety. Running through them in a Tool Box Talk style will help you to understand why they are intervening if they spot unsafe working.



**REMEMBER**

**A GOOD WORKFORCE  
SEES THE REAL SAFETY  
RISKS AND THEY HAVE  
FEWER ACCIDENTS!**



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## TOOL BOX TALK No. 68

### Got Your Kit?

PPE is important. This scenario sets out how one person deals with lack of compliance!!

Hello, my name is Dave Goodwin. I've been with Haden Young for 12 years.

I've had job offers from other firms - only last week Crown House were on the phone offering me a job on a city centre re-furb - quite a big job, actually. And there was another three grand on salary.

Anyway, I said no. I'm happy at Haden young - I'm happy on this job. I'm one of three engineers on site and the job's not going too badly. A few weeks behind, but nothing we can't make up during commissioning.

One thing that's good about this site is safety. My boss prides himself on running a safe site, and encourages us to do the same. He encourages us to take a zero tolerance line on safety, and in my book that's absolutely right.

### Question: What do you think of that last sentence?

I run a very tight ship when it comes to safety. Unless I've got a method statement and a risk assessment in my filing cabinet, no subbies starts the job, no matter how experienced they are.

I do a weekly tour with the three or four main subbies on my package. If I find them working on scaffolding without a scaff-tag or on a tower without the proper guardrails, I'll instruct them to stop the job right away.

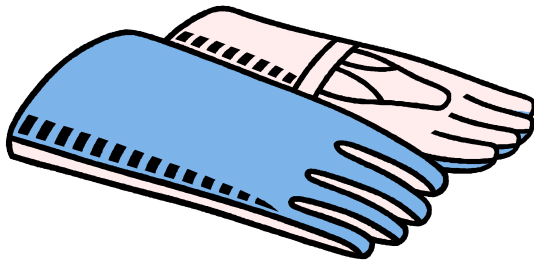
PPE standards are critical. This is probably the most important aspect of zero tolerance. You know that some of the guys don't like wearing their gloves or hard hats.



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My stance is: no exceptions. Last week I saw two guys from Curtis's, our fire alarm subbie, working without hard hat and gloves. Ten minutes later, I was in my office, on the phone to their operations manager. Told me he was on the golf course. "I don't care if you're on the golf course, the toilet or your best mates missus... if those guys aren't wearing PPE when I go out and check in exactly one hour, they're off the job, no discussion."



Anyway, 59 minutes later, there I am. There are these two guys, happy as Larry, still no gloves and hat. Back on the phone: "Still on the golf course, Geoff?"

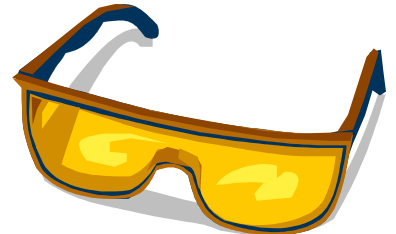
"Yeah" he says, I've tried ringing Sam - our supervisor - on site, but had to leave a voicemail. Don't tell me he hasn't got the message."

"I don't know whether he's got the message or not," I reply. "All I know is I'm standing in Block 3 looking at the same two guys working with the same lack of PPE. Sorry, Geoff, but rules are rules. Curtis's knows the rules: correct PPE or off the job."

Anyway, the upshot was I told him I had to maintain standards and be seen to maintain standards. Fair dues to Curtis's and to Geoff. Next morning, the two guys were gone.

I put up a notice on the safety bulletin board, saying what we had done and complementing Curtis's for sorting it so quickly - a good reminder to everyone that this really is a zero tolerance site.

Anyway, I felt even better a couple of weeks later. I heard the same two guys had turned up for Curtis's at one of our PFI hospital jobs. Same thing: no PPE. They got a warning and within two days they'd been chucked off that site as well. Goes to show doesn't it? Get some people with a poor attitude and they'll never change.



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**Q: Why did the two men not change their behaviour?**

**Q: How would you deal with this?**

**Q: What are Haden Young's PPE rules?**

**Q: If site rules are less strict than Haden Young rules, does this mean we adopt the lower standard?**

## **DISCUSS THE HADEN YOUNG SITE SAFETY RULES**

**REMEMBER**

**YOUR KIT KEEPS YOU SAFE - USE IT**

## TOOL BOX TALK No. 69

### Plan Your Route

Getting trapped between plant and a hard surface is a constant risk on construction sites. Listen to this role-play of a typical scenario.

A crane is lifting a heavy piece of what looks like pre-fabricated plant room from a delivery lorry into a designated storage area next to the main hoist. The plant room is on the roof. A worker is standing with his back to a wall at the edge of the storage area, guiding the crane driver by hand, signalling that the plant should be positioned in front of him on the ground. He is beckoning that the load should be moved towards him.

**Manager:** How much longer are you going to need that crane?

**Worker:** Dunno, guv. I'm not sure if the crane driver is going to unload everything that's on the lorry. I don't even know if them other bits of plant are for this job.

**Manager:** You've got a walkie-talkie. Radio the crane driver.

**Worker:** It's knackered.

**Manager:** Look, the crane is booked for shifting some ductwork at 10.30.

**Worker:** I don't know nothing about that. My gaffer asked me to stand in while the banksman is on his break.

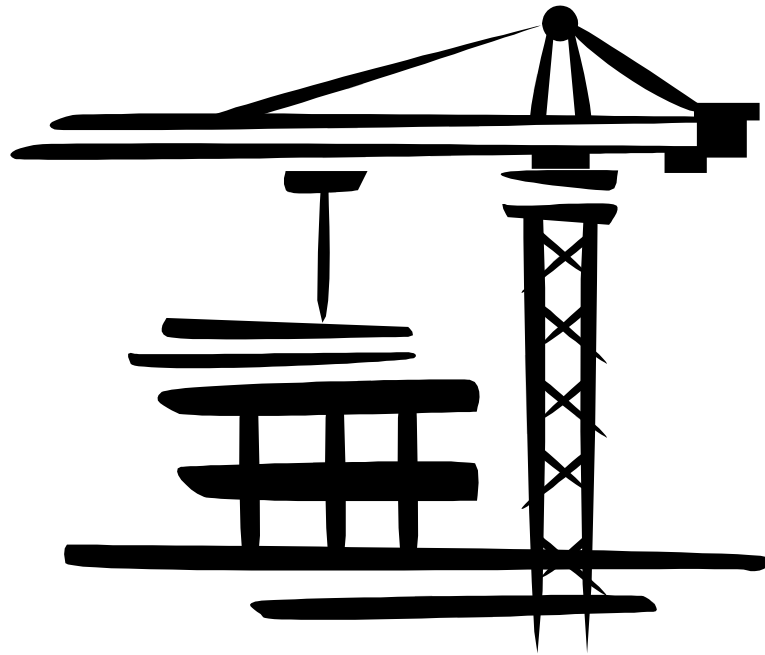
**Manager:** Where is your foreman? You're with Clipfine aren't you?

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**Question: What do you think of the way the Manager intervened?**

**Question: What hazards did the stand-in banksman ignore?**



**REMEMBER**

**WORK SAFE - HOME SAFE**

## TOOL BOX TALK No. 70

### Mobile Madness

Many people like using their mobile phones - the question is do we think before using them?

You are the Haden Young Project Manager on a commercial project near the city centre. It is 7.45am and office hours on the site are 8.00am to 5.00pm.

As usual you are in early. Your cabin is on the second floor with a view across a busy urban street. There is a pedestrian crossing about 200 metres along the road, but no easy crossing immediately opposite the site entrants.

You see one of your new engineers, Carl, emerge from McDonalds opposite. He is clutching a brown McDonalds bag in one hand, his phone clamped to his ear in his other hand.

He waits for a gap in the traffic, spots one and sprints across the street to the site entrance, reaching the kerb below your cabin about half a second before a bus roars by.



**Question:** Carl is off-site; should you intervene?

**Question:** What is the HYL rule on the use of mobile phones?

**REMEMBER**

**WORK SAFE - HOME SAFE**

## TOOL BOX TALK No. 71

### Rise and Shine

Falls from heights is one of the big risks on construction sites. We often work from mobile towers. Do we always follow all the rules?

You are on a site tour when you see one of the Haden Young operatives working on a riser from a mobile tower.

The mobile tower is properly setup and secured, but the operative is having to reach out from the mobile tower, so that his body (or at least his centre of gravity) is probably outside the perimeter of the mobile tower.

The riser is almost a metre away from the edge of the mobile tower.



**Question: How would you intervene in this situation?**

**Question: What is the correct method of work that should be used in this situation?**

**Question: When should a fall restraint be worn instead of a fall arrest?**

## TOOL BOX TALK No. 72

### Keep it Tidy

Tool box talks can be repetitive; but they are important. However, are we all guilty of switching off when they are being given?

Imagine that you are the Haden Young project manager on a commercial development above South Kensington tube station. The policy on toolbox talks expects all trade contractors to do toolbox talks on Haden Young's topic of the week.

This week it's housekeeping. Last week it was manual handling.

Anyway, both weeks you have stood at the back when the ductwork supervisor, Frank, has done the toolbox talks for his guys. There's about 10 in total, all Brits, which is unusual for a site in London these days.

Frank has used the material Haden Young has given him, but he just goes through motions. He reads it out. It takes 5 minutes.

His guys don't listen - they carry on reading the Sun, the Star or whatever. One of them carried on listening to his walkman or iPod.

Anyway, the bottom line is that the toolbox talks are not making the ductwork package any safer, and it's certainly not improving their housekeeping!

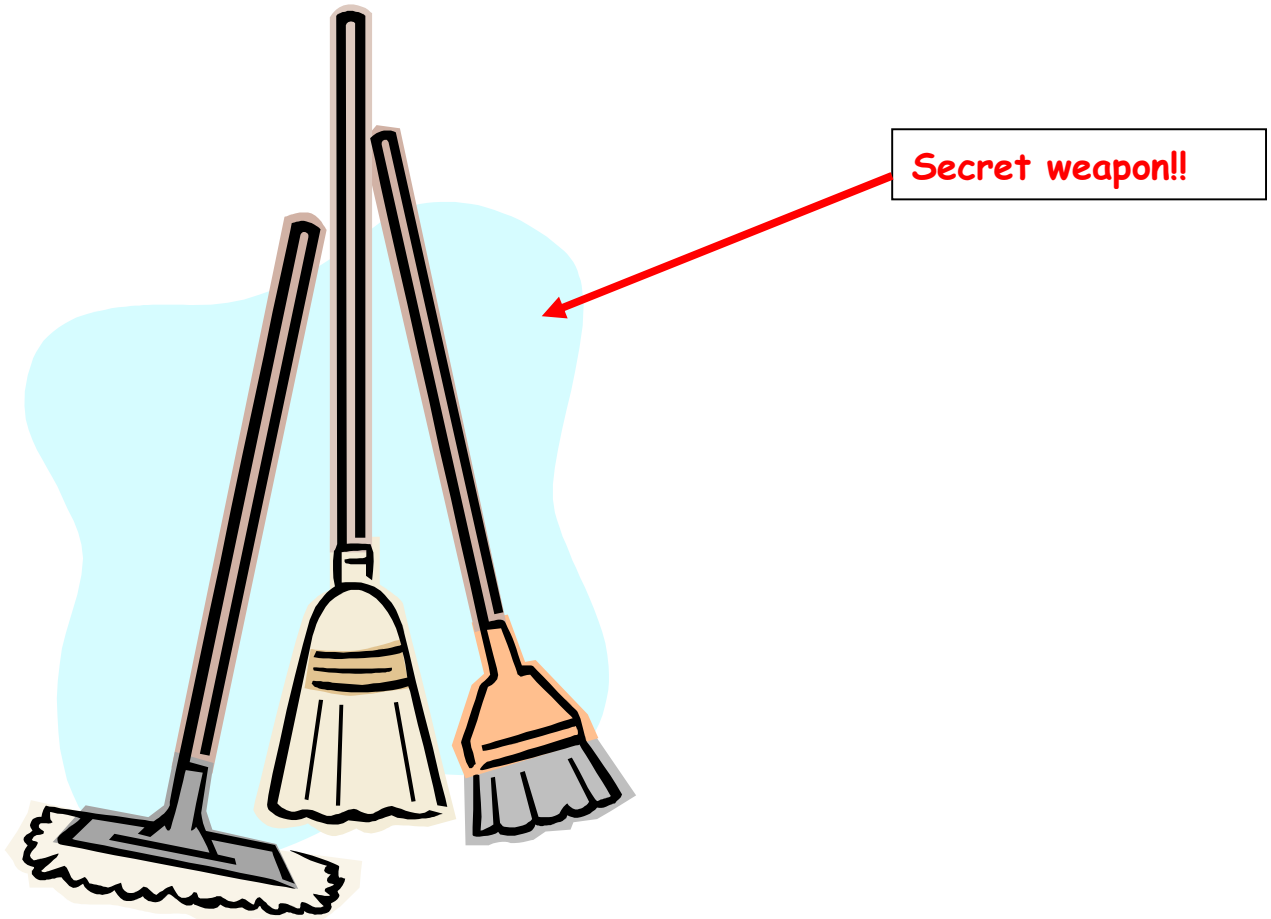
You decide to see Geoff, the chief guy on site from the ductwork contractor it's not Geoff that does the talks, but he's your oppo so you start with him.

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**Question:** What do you think of the way this manager approached this problem?

**Question:** How can you make tool box talks more interesting?



**REMEMBER**

**WORK SAFE - HOME SAFE**



## TOOLBOX TALK No. 73 (Environment)



### BADGERS

- Badgers are one of Britain's best-loved wild animals. Both the Badgers and the Badger sett are protected under the protection of Badgers Act 1992.
- The act includes regulations with regard to working too close to a sett (a minimum of 30 metres for heavy machinery) without taking steps to positively avoid damage and without an appropriate licence.
- It is no excuse to be unaware of the presence of Badgers.
- Penalties can be fines of £5000, along with up to 6 months imprisonment.
- Badgers do not usually have a solitary sett, but often a network of interlinking setts, annexes and subsidiaries. There is also opening up of new setts happening throughout the year.

#### Work near Badgers that requires a **licence**

UK statutory authorities (English Nature, Scottish Natural Heritage and the Countryside Council for Wales) have guidelines on the types of activity that they consider should be licensed within certain distances of sett entrances.

**Distance from sett      Work requiring a licence**

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Within 10 meters	hand digging, scrub clearance, light machinery and heavy machinery
Within 20 meters	light machinery, especially that used for digging
Within 30 meters	heavy machinery

## Badger facts

- Badgers mate throughout the year, but pregnancy starts around the end of November/early December.
- Cubs are born underground towards the end of January/beginning of February, emerging for the first time after 8 weeks. The cubs remain dependant for a further few weeks while they are weaned and learn to fend for themselves.

For these reasons, Badger licences are not normally granted between December and June.

## Key legislation: The protection of Badgers act 1992

The protection of Badgers act (1992) makes it a criminal offence to:

- . Kill, injure or take a Badger;
  - . Interfere with a sett by damaging or destroying it;
  - . Obstruct access to or any entrance of a Badger sett;
  - . Disturb a Badger when it is occupying a sett.
- A Badger sett is in the legislation as "any structure or place, which displays signs indicating current use by a Badger" and this is taken by the statutory bodies (English Nature, Scottish Natural Heritage, and the Countryside Council for Wales) to include seasonally used setts.
  - Penalties for infringing the law can be severe and **finest of up to £5000 plus up to six months a court for each sett interference resulting from illegal or reckless activity can levy imprisonment.**

## What to do

- If a Badger sett or any signs of Badgers are spotted on site, **stop work immediately**, and contact the environmental focal point or your health & safety department for advice.
- Further specialist advice and assistance may be required. Local Badger groups may also be able to provide useful advice. Details of local Badger groups can be found at [www.nfbg.org.uk](http://www.nfbg.org.uk).

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Q. What is the maximum penalty for in any way causing damage to a sett?

Q. What distance does work involving heavy machinery have to be from a sett?

Q. If badgers are spotted, what should your first action be?

**REMEMBER  
BADGERS ARE PROTECTED BY LAW - BE VIGILANT**



## TOOLBOX TALK No. 74 (Environment)

### Segregation of wastes

#### Why segregate wastes?

- Segregating waste on site into separate material streams can help minimise costs and maximise the opportunities for the recovery and recycling of wastes.
- *Watch out for these standard signs on site, which help identify which bin or skip is for which waste. Dependent on the waste being produced on site, not all of these may be used on your site.*



#### Waste signs

##### INERT

#### Waste types

clean concrete, rubble, hardcore, brick & block etc that will not decompose or cause a hazard when buried.

##### METAL

use only uncontaminated metals. Examples include rebar off cuts, scrap metal (no empty paint tins, as these are considered hazardous).

##### MIXED

any waste except contaminated waste that cannot be recycled in other bins on site.

##### GYPSUM

Plasterboard and gypsum products. Do not contaminate these materials with other substances, as this will affect their recyclability.

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## WOOD

Only timber or wood products. Do not use for treated timbers as these may be contaminated with preservatives.

## HAZARDOUS

ONLY FOR CONTAMINATED WASTES OR WASTES THAT ARE HAZARDOUS. Examples include old paint cans, mastic tubes, COSHH materials.

## DO

- Whenever possible segregate wastes into the different types
- Use enclosed or covered skips
- Ask the site environmental focal point for advice if you are unsure about correct waste segregation on site.

## DON`T

- Burn waste on site
- Overfill skips
- Drop litter on site
- Mix different types of waste
- Put hazardous, liquid or flammable wastes into mixed waste skips.

***REDUCE-REUSE-RECYCLE***



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Q. What type of waste is classed as inert?

Q. If you are unsure about waste segregation, who should you ask for advice?

Q. What should you not put into mixed waste skips?

**REMEMBER**

**REDUCE - REUSE - RECYCLE**

## TOOLBOX TALK No. 75 (Environment)

### Waste management good practice



#### What is waste?

Unwanted or over-ordered materials, broken or damaged objects, by-products from our activities, rubbish? All of these can end up as waste materials if we are not careful.

### MAIN PROBLEMS ON SITE

- Wasting excess quantities of raw materials
- Storing and handling waste badly
- Disposing of too much to landfill and therefore paying more landfill tax
- Not following the rules on waste transport and disposal

### ARE YOU A WASTER?

The following are just some examples of potentially wasted materials that may be reused or recycled:

- **Concrete** - recycle for use as aggregate in the concrete, or for use as unbound aggregate in roads or fill.
- **Blacktop** - recycle for use in bound layer of road or for use as bulk fill

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- **Excavation spoil** - recycle for use as fill, or for landscaping
- **Topsoil** - reuse for landscaping, or sell off



- **Timber** - reuse for shuttering hoardings, recycle for chipboard

## WASTE MANAGEMENT GOOD PRACTICE

### Take care

There may be restrictions on the reuse and recycling of certain materials in certain situations. If in doubt check with the environmental focal point.

#### *Think*

Seemingly waste materials may have a value- can they be sold off or given away



**Remember: The most expensive materials on our projects end up in the skip!**

There is a cost to buy the materials in the first place, to transport them to site, to transport them as waste from site, and to dispose of them legally.



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## Options for dealing with waste materials

- Avoid producing waste in the first place. Compact the waste to **reduce** the volume of air.
- **Reuse** materials or objects again and again benefits the environment and the bottom line- no energy is required and reduced disposal requirements mean less cost
- **Recycling** requires effort to segregate from other materials and energy to turn the materials into new products. So is less beneficial than waste reduction or reuse, but is still much better than disposal.

## What to do

- **Segregate** different types of waste as they are generated
- **Label waste** containers clearly with their intended contents, possibly using colour coding
- **Use** containers suitable for their contents
- **Check** that the containers are not corroded or worn out to minimise the risk of accidental spillages or leaks.
- **Use** covers and bunds to prevent evaporation and spillage of waste and ensure that wastes cannot blow away.

## Storage and handling of wastes

- **Aim** to segregate different types of wastes; this has many benefits.
- It is easier to see what types of waste are being produced and where efforts to reduce waste need to be targeted.
- It can reduce landfill tax payments, because the contamination of inactive wastes by active wastes is reduced.
- It maximises the potential for reusing and recycling.



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Q. Give an example of potentially wasted materials that may be reused or recycled?

Q. What are the 3 options for dealing with waste materials?

Q. Give one of the benefits of segregating waste?

**REMEMBER**

**REDUCE - REUSE - RECYCLE**

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## TOOLBOX TALK No. 76 (Environment)



DO YOU:

- Leave the lights on whenever you are the last to leave a room or area?
- Leave your computer on overnight?
- Leave the photocopier on overnight?
- Fill the kettle/urn to the brim to boil even if you only need just one cupful?
- Leave your equipment idling when it is not in use?

If you answered **yes** to any of the questions above, then you are wasting energy.

Key questions to ask yourself (and others):

- Where does your energy come from?
- Do you measure your energy consumption?



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Did you know?

- A photocopier left switched on overnight wastes enough energy to make 5/300 a4 copies.
- A pc monitor left switched on overnight wastes enough energy to print 800 a4 pages.
- Lighting an empty office overnight wastes enough energy to heat water for 1000 cups of coffee.

## **Feeling tired and worn out / lacking in energy?**

You are not the only one- our planet does too. Most of the energy we use comes from limited natural resources when it has gone/ it has gone.

## **Have you ever heard of global warming or climate change Levy?**

**Global warming** is a real phenomenon - our activities are contributing to the earth warming up, which may result in some nasty effects such as increased flooding in autumn and winter, warmer summers and more frequent droughts. Increasing temperatures may lead to an increase in growing numbers of alien species and diseases in our country such as malaria may also become common.

## **The CLIMATE CONTROL LEVY**

- This was introduced in April 2001 with the aim of making us aware of our use of energy, by making it more expensive to use energy from non-renewable sources.
- Since most of our energy comes from oil, coal or gas it now costs us more. Please help us to save energy wherever you can.

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## Think About

What energy do you use whilst at work? Could you save energy and be more efficient?

- 1) Using plant and equipment - are they regularly serviced, up to date and efficient?
- 2) Using computers and photocopiers - do you remember to turn them off when you leave?
- 3) Using temporary electrics - are they really needed?
- 4) Security lighting - does it need to be left on all day?
- 5) Temporary lighting - does it need to be left on all night?
- 6) Waterproofing/drying out - remember that dehumidifiers use lots of energy.
- 7) Diesel generators - are they the right size for the job? They use lots of energy; overcapacity means wasted costs.
- 8) Compressed air tools - they are more than 10 times more expensive to run than mains electric power tools.
- 9) Site cabins - are they insulated properly? Do the thermostats work properly?
- 10) Do you leave all the doors and windows open with the heating on?

ELECTRICALLY POWERED PLANT AND EQUIPMENT IS MORE ENVIRONMENTALLY FRIENDLY THAN DIESEL OR PETROL POWERED PLANT BUT STILL CAN DAMAGE THE ENVIRONMENT AT SOURCE.



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Q. How many cups of coffee could you make from the energy wasted by leaving the lights on in an empty office overnight?

Q. Name one of the effects that our activities contribute to the earth warming up.

Q. Give one example of how you could save energy and be more efficient on site?

**REMEMBER**

**THINK ENERGY!**

## TOOLBOX TALK No. 77 (Environment)

# WASTE MANAGEMENT

## WASTE MANAGEMENT AND THE LAW

There are different types of waste produced from our activities that may require different routes.

- **INACTIVE WASTE:** inert substances that are not contaminated such as concrete, rubble.
- **ACTIVE WASTE:** anything that will decompose in the ground including, timber, paper, and " green waste ".
- **HAZARDOUS WASTE:** hazardous or toxic to humans and or the environment and is dealt with differently from the other waste. These must be segregated from other controlled waste. Examples include some contaminated soils and asbestos.
- Hazardous waste for disposal must be segregated prior to removal from site, as different types of waste are subject to different rates of landfill tax. If you do not segregate you could be paying far more than you need to, and disposal may be illegal.

Waste transfer notes -



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Things to check before waste leaves site.

Does it have?

- 1) A proper description?
- 2) The correct hazard code?
- 3) The licence number of the waste carrier?
- 4) Details of who is receiving the waste?

## **WASTE TRANSFER NOTES/CONSIGNMENT NOTES.**

A completed waste transfer note must include:

- A. Details of the producer
- B. The carrier (including registration number )
- C. Waste destination (i.e. landfill, recycling, transfer station etc)  
including waste management licence number.

***THESE MUST BE KEPT FOR 2 YEARS***

For hazardous waste a five-part consignment note must be completed. All parts A -D must be completed.

***THESE MUST BE KEPT FOR 3 YEARS***

Hazardous waste consignment notes must include the site premises code. All notes must also include the six figure waste code.

***NOTE: it is COMPANY POLICY to obtain copies of waste transfer and special waste consignment notes and retain for the minimum periods listed above.***

ALL waste removed from site (even recycling) requires a waste transfer note.

Roles and responsibilities

- Anyone doing any work that makes waste are WASTE PRODUCERS. They must make sure that waste is safely contained in the right skip or container.



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- ❑ Haden young or sub-contractors who make arrangements for the disposal of waste are known as WASTE BROKERS. They are responsible for making sure the waste transfer is legal, the waste is properly contained so that it cannot escape during transfer, and the transfer is controlled on a waste transfer note. Some of these duties such as completing a waste transfer note may be delegated to the waste producer. Waste brokers must be licensed.
- ❑ Those taking the waste away are the WASTE carriers. They must have a valid certificate of registration.
- ❑ The company that receives the waste (e.g. transfer station or landfill site) are known as the WASTE MANAGER. They must hold a waste management licence, which covers the types of waste being disposed.

## PROJECT MANAGERS - WHAT TO DO

- ❑ Obtain, check and keep a copy of the waste carriers licence, which is issued by the environment agency/sepa.
- ❑ Obtain a schedule of the type of wastes they can carry, for example not all carriers are licensed to take special wastes.
- ❑ Obtain a copy of the landfill site/ recycling facility /transfer station's WASTE MANAGEMENT LICENCE OR EXEMPTION from licensing.
- ❑ Check that the waste category to be disposed of is included in the schedule of the waste management licence that the facility is licensed to accept.



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Q. Give one detail that must be included on a completed waste transfer note/consignment note.

Q. A hazardous waste consignment note must be kept for how long?

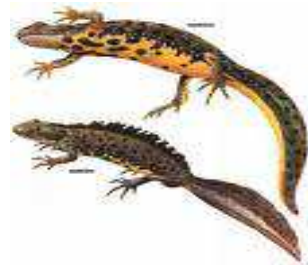
Q. Does all waste removed from site require a waste transfer note?

**REMEMBER**

**REDUCE - REUSE - RECYCLE**

## TOOLBOX TALK No. 78 (Environment)

### NEWTS NEWTS



#### *GREAT CRESTED NEWT*

##### **What are great crested newts?**

- The great crested newt, or *triliturus cristatus*, is the uk's largest newt.
- Adults are over 10cm (4 inches) long, and females can grow to 16cm (6inches) in length.

##### **Where can I find great crested newts?**

- They can be found in most parts of England, Wales and southern Scotland, but are not found in Northern Ireland.
- They are most active in the spring and summer months between March and October when they can be founding, or near, ponds and streams.
- In early October, they came out of the water to hibernate on dry land.

##### **How to recognise a great crested newt?**

- They are easily recognised by their **dark skin and even darker spots**. They also have very fine white spots on the lower flanks with a vivid orange or yellow belly.
- They are characterised by their most notable feature, only found in males which is the **jagged crest along it's back**.



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## Great crested newt facts

- A great crested newt has an orange blotchy belly and only the male has a crest, which grows during the mating season.
- Great crested newts breed in pools to which they return to year after year.
- Great crested newts stay hidden under stones or logs by day, emerging at night to hunt among damp grass or leaf litter.
- Unfortunately some of their favourite habitats are rubble mounds and underdeveloped scrubland - exactly the areas that might be being redeveloped.
- The slow moving Great crested newt will eat anything it can catch and swallow. On land it feeds on worms, insects and slugs but in water it supplements it's diet with frog spawn and tadpoles - it's own if it can catch them!
- The adult great crested newt regularly sheds their skins and often eats this highly nutritious cast-off
- A member of a very ancient class of animal and amphibians, the great crested newt is **threatened due to pollution of waterways**, over-collecting and loss of breeding sites.
- Although they are classed as an amphibian, they actually **only spend a quarter of their time in water**, especially when they breed in spring
- During springtime, the male has a large crest running along it's back (hence the name) and a bright orange belly. They are sometimes called the 'warty newt' as **their new skin is very bumpy**.
- Special glands in their skin release a foul-tasting and irritating substance, which prevents many predators from eating these newts.

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## Great crested newts and UK law

- Great crested newts are protected by the Wildlife and Countryside Act 1981.
- It's an offence to take, injure or kill a great crested newt.
- It's illegal to handle great crested newts unless they are in immediate danger.
- There are fines of up to £5000 per offence for killing, injuring, taking or selling newts or their eggs, or for distributing their habitats.



Q. What is a Great Crested Newt's most notable feature?

Q. Name one thing that is threatening the Great Crested Newt?

Q. What is the maximum penalty per offence for killing, injuring, taking or selling newts or their eggs, or for distributing their habitats?

## REMEMBER

**GREAT CRESTED NEWTS ARE PROTECTED BY LAW - BE VIGILANT**

## TOOLBOX TALK No. 79 (Environment)

# TREES

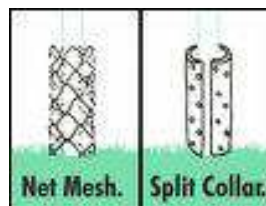
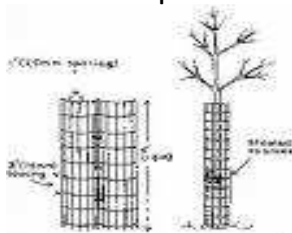


### TREE PROTECTION

- Trees and hedgerows are an important part of the environment and the countryside.
- They provide a vitally important habitat for wildlife and many trees and hedgerows are protected by law.

#### Why are trees important?

- Avoid prosecution: it is illegal to damage or cut down trees protected by law under a tree preservation order or to grub up certain countryside hedges.
- Avoid environmental harm and prosecution: during certain times of the year, trees and hedgerows may contain nesting birds. Nesting birds are protected by law against disturbance under the Wildlife and Countryside Act 1981.
- Ensure safety is maintained: damaged trees may become unstable and create potential hazards.



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## Are your trees properly protected?

- Make sure a sufficient space is left around the trees to ensure the trunk, canopy and root system are properly protected.
- In most situations fencing of a least 1.2m high should be erected with a vertical and horizontal framework of scaffolding braced to resist impacts, usually cleft chestnut pale or chain link fencing.
- For particularly vulnerable trees and shrubs, or where there is lots of construction activity, a 2.4m high fence of 20mm exterior grade ply, braced on the outside of the tree may be required.
- If in doubt, speak to the tree protection officer from the local authority.

### Do

- ✓ Check with your construction manager before felling any trees or removing any hedgerows.
- ✓ Clear only vegetation as instructed.
- ✓ Check for nesting birds and if any are found contact the project manager immediately.
- ✓ Ask what protection is required to trees and hedgerows.
- ✓ Check before excavating near to trees and hedgerows.

### DO NOT

- ✗ Don't fell trees or clear hedgerows during the bird-nesting season.
- ✗ Don't undertake any works to, or near to trees without authorisation from the project manager.
- ✗ Don't track vehicles or plant over tree protection areas.
- ✗ Don't store any materials, (especially fuels and oils) under or near trees.

### FURTHER INFORMATION

BS5837: 1991 Guide for trees in relation to construction.

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Q. In most situations, fencing erected around trees for protection should be at least what height?

Q. If you are in doubt about regulations, who should you contact?

Q. If you find nesting birds in any vegetation, what should you do?

## **REMEMBER**

**MANY TREES AND HEDGEROWS ARE PROTECTED BY LAW**



## TOOLBOX TALK No. 80 (Environment)

# BATS



**If you think you have found a bat or bat roost on site, stop all works in the area immediately and seek expert advice.**

### **Why are bats important?**

Many bats are endangered or threatened, so both UK and European legislation gives them complete protection.

### **Take care!**

- Although extremely rare, there has been a case of a bat infecting a bat worker with rabies in Scotland. Sadly the worker subsequently died.
- Bats are very delicate, so you are more likely to harm them, than them harm you, but **you should never touch or handle a bat.**

### **Bat facts**

- There are 16 species in the UK; of these, six are endangered or rare and six others are classed as vulnerable. The mouse-eared bat was declared extinct from Britain in 1991.
- Bats are only as long and as wide as your thumb, so they can crawl into tiny cracks and crevices in walls, eaves and roofs.
- The most common UK bat is the Pipistrelle. It is only four centimetres long and weighs about five grams.
- Bats live in rural and urban areas and are often seen feeding over marshes, lakes, ponds, canals and rivers.
- Bats may have different roosts for summer and winter, but are creatures of habit and will often return to the same roosts year after year.

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- Places where you might find bats include holes and cracks in trees, roofs and walls of houses and buildings, under bridges, underground in caves and old railway tunnels.
- Every building and mature tree is a potential bat roost.



## Fines and penalties

Breaking the law can lead to fines of up to £2,000 per bat, and/or up to six months in prison, As an example, damaging a building used by 50 bats could lead to a fine of £10,000 and /or a 25 year prison sentence.

## Key legislation

- Bats and their roosts are protected in Britain by the Wildlife & Countryside Act 1981 and the Conservation Regulations 1994.
- This means it is illegal to:
- "intentionally kill, injure or handle a bat; intentionally damage, destroy or obstruct access to any place that a bat uses for shelter or protection, or disturb a bat while it is occupying a place."
- The legislation is written so that an offender does not need to be aware of the roost to be committing an offence.
- The act does allow building maintenance or remedial operations to be carried out in places used by bats but the appropriate body listed below (see further information) must be notified and given time to advise on whether the operations should be carried out.
- It is advisable to contact the environmental management focal point if bats are suspected on site.



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## **What to look for**

- Look out for bat droppings - dark brown or black, about 4 to 8cm in length. They look like mouse droppings but crumble easily, as they are made up of insect fragments. In well-established roosts, droppings may be several centimetres deep.
- Other signs include a characteristic odour and large numbers of moth wings discarded by feeding bats.

## **Further information**

**Bat Conservation Trust: 020 7627 2629 - [www.bats.org.uk](http://www.bats.org.uk)**

**English Nature: 01733 455000**

**Countryside Council for Wales: 01248 370444**

**Scottish National Heritage: 0131 47774784**

Q. If you think you have found a bat or bat roost on site, what action should you take?

Q. What are the penalties for harming a bat or damaging a roost, etc.?

Q. Where might you find a bat roosting?

## **REMEMBER**

**BATS ARE PROTECTED BY LAW - BE VIGILANT**

## TOOLBOX TALK No. 81 (Environment)

# contaminated land

### Contaminated land

- Read the information in your method statement carefully, and ask your supervisor if you do not understand it.
- Our industrial past means that many of development projects encounter contamination, which may affect you, wildlife and the environment.
- In planning a project, the risk of contamination must be assessed, and your method statements should include details of how the risks are to be controlled.

### Clean or Dirty?

- Seriously contaminated sites will be segregated into clean and dirty areas.
- Make sure you use the washing facilities provided before entering designated clean areas of the site.



- Even if your site is not contaminated enough to require segregated clean and dirty areas you will still need to take care when you come into direct contact with the soil, or dust from the soil related activities.
- DO NOT SMOKE OR EAT ON SITE ESPECIALLY IN ANY DESIGNATED "DIRTY" AREAS.
- YOU MAY BE AFFECTED BY THE CONTAMINATION. ALWAYS USE THE SMOKING AND EATING AREAS PROVIDED HAVING WASHED THOROUGHLY FIRST.

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## Muck Away!

- If you are involved with excavation and removal of excess soil off site, then take care - you have a legal **DUTY OF CARE** to make sure the waste soil is properly disposed to a licensed landfill site or transfer station or other approved facility
- You also need to make sure that it does not get spilled during transport off site - make sure the load is properly covered.
- All vehicles leaving the site should pass through the wheel wash or jet wash to avoid getting mud on the roads.



- Make sure you know where your waste is going, and that it actually gets there. If you don't, you could end up in court!
- Children are particularly at risk from contamination - they can ingest considerable quantities of soil through hand to mouth activity. Keep children off the site!

### How could you be affected by contamination?

- **Breathing in contaminated dust:** avoid dusts being raised by damping down regularly and wear a suitable dust mask.
- **Via your mouth (eating it accidentally with your food):** contamination on your hands can be transferred to your mouth very easily. Do not eat, drink or smoke on site and always wash your hands thoroughly before you do.
- **Absorbing it through your skin:** Some types of contamination can enter your body this way. Always wear suitable PPE, such as gloves, before working directly with potentially contaminated soils. Always wash thoroughly before taking a break.

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- **Through cuts, scratches, and broken skin:** If you have any cuts, scratches or grazes make sure they are covered up before working on any potentially contaminated part of the site. Contaminants can easily pass into your blood stream causing ill health.

## Emergency!

- If YOU FIND SOIL WITH UNUSUAL COLOURS OR SMELLS, OR IF YOU FIND FIBROUS MATERIAL:
  - STOP WORK IMMEDIATELY
  - SEAL OFF THE AREA
  - REPORT THE FIND TO YOUR ENVIRONMENTAL FOCAL POINT WITH OUT DELAY.

Q. What must you not do on site, especially in any designated "Dirty" areas?

Q. Name one way you can be affected by contamination.

Q. If you find soil with unusual colours or smells, what should you do?

## REMEMBER

**CONTAMINATED LAND CAN AFFECT YOU, WILDLIFE & THE ENVIRONMENT**

## TOOLBOX TALK No. 82 (Environment)

### Dust nuisance



#### What is dust?

Dust is normally considered to be airborne solid matter up to about 2mm in size.

#### What is the problem with a bit of dust?

Dust, emissions and odours often generate complaints of discomfort or inconvenience. As a considerate organisation, Haden Young wants to avoid causing nuisance to our neighbours.

#### Impacts of dust

- Excessive dust can annoy our neighbours - having to re-clean their washing, cars and windows
- Dust can be dangerous - it may cause eye and chest irritation
- Dust blowing into watercourses can affect wildlife
- Excessive dust can damage plant growth
- Dust may cause trees to drop their leaves up to 2 months early
- Dust can cause mechanical and/or electrical faults to equipment and lead to the clogging of filters
- Excessive dust may lead to an abatement notice being issued - having to comply with strict dust levels may mean the work takes longer, is more difficult and costly

#### How to control dust

- Damp down- use a fine spray, and do it more often during warm and sunny weather
- Avoid moving vehicles over unmade ground if you can help it
- Keep to site speed limits

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- Use enclosed chutes, when dropping demolition or waste materials to the ground and regularly damp down
- Minimise fall heights of materials
- Protect stock piled soil, concrete or other dusty materials from the wind - compact and blind surfaces
- Try to avoid cutting or grinding near to sensitive neighbours
- Make sure vehicles carrying dusty materials to and from site are covered by a tarpaulin
- Use a wheel wash or clean the wheels of vehicles leaving site so that mud is not spread on the surrounding roads - dry mud will turn to dust.



## Watch out for...

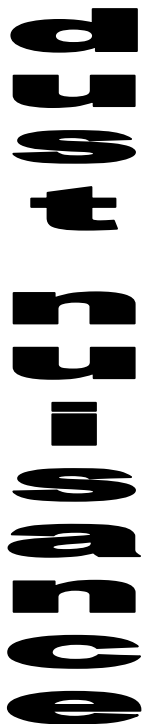
- Periods of dry weather
- Vehicles travelling on unmade ground
- Dusty materials stored or in use
- Particularly sensitive neighbours (e.g. residential property, car showrooms etc.)

## Do not burn waste on site

If you receive a complaint, please be polite and inform your environmental focal point or management immediately.

## Key legislation: environmental protection act part iii (statutory nuisance)

- Air pollution is controlled and regulated under this act.
- The local authority may serve an abatement notice (section 80) to stop any nuisance.
- Failure to comply with the requirements of a notice is a criminal offence





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## **Clean air act 1993 (smoke control)**

This primary legislation enforced by the local authority controls emissions of smoke, grit and dust from industrial or trade premises for example from demolition or fines.



Q. What is dust?

Q. Give an example of how can you control the amount of dust?

Q. The Environmental Protection Act Part iii (Statutory Nuisance) controls and regulates what?

**REMEMBER**

**DUST CAN BE DANGEROUS - KEEP IT UNDER CONTROL**

## TOOLBOX TALK No. 83 (Environment)

### Environmental incidents and emergencies

**Are you prepared for an emergency?**

**Major spills:-** Any volume of material that may pose a threat to surface water or groundwater, for example, spills near drains or streams.

**Minor spills:-** Small amounts of material on land that do not pose an immediate threat to surface water or groundwater



**What other potential environmental incidents or emergencies can occur on site?**

- Uncontrolled release of pollution - for example, chemicals or wildlife
- Unexpected discovery of protected wildlife and/or injury to wildlife
- Unexpected discovery of contaminated land
- Fire - where will fire water drain to?
- Dust - where will water used for dust suppression drain to?
- Fuel spillages, during refuelling, into surface water drains or local watercourses.

**What are the potential pollutants that may cause a problem on site?**

Petrol, diesel, oils, greases, hydraulic fluid, cement, concrete, bitumen, timber preservatives, thinners, paint, lime, preservatives, sealant, battery acids, pesticides, fertiliser chemicals, litter, silty water...

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## **Develop an emergency plan:**

- a) Details of who is responsible for controlling the actions and administration of emergency situations
- b) The steps taken to contain the incident and minimise the environmental, health and safety impacts
- c) Emergency contact details for Haden Young site management, the emergency services, the environment agency and the local authority



## **Environmental incidents and emergencies that must be reported include:**

Spills or unintended discharges to the atmosphere, water supplies, sewerage systems, rivers and other watercourses, or to the ground of:

- Any chemical product or formulation
- Oils and fuels
- Effluents
- Fumes and gases
- Waste or contaminated materials (eg: asbestos)

Or

- Damage to existing trees
- (Protected) fauna and flora
- (Protected) local habitats
- Archaeology

Or

- Any environmental incident that could lead to local authority or regulatory enforcement, public complaint or media attention.

## **Stop, think**

- Never flush spills down the drain.
- Always absorb the spill using suitable material and dispose of properly.

## **Emergency equipment**

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**Make sure emergency equipment, such as spill kits are available for the task and that you know how to use them.**

Q. What is classed as a major spill?

Q. List 3 potential pollutants that may cause a problem on site.

Q. Give an example of an environmental incident or emergency that must be reported?

**REMEMBER**

**ENVIRONMENTAL INCIDENTS & EMERGENCIES – ARE YOU  
PREPARED?**

## TOOLBOX TALK No. 84 (Environment)

### CONSIDERATE CONTRACTOR

*Principal Contractors often participate in the considerate contractor scheme? This entails following a code of practice. Amongst other things it requires participants to:-*

- Be considerate to others; think about the needs of others, and of local businesses, residents and the general public.
- Take care of the environment; keep noise and dust to a minimum. Avoid pollution and making waste where you can. Clean up any accidental spillages promptly.
- Take pride in your work and your site; help keep the rubbish to a minimum. If the bins or skips are full; please report it to your management team.
- Be responsible, if something is broken or dangerous; please report it to your management team without delay.
- Be respectful, dress appropriately for the weather conditions, please don't swear or wolf whistle at passers by, or put graffiti on walls or floors.



#### Keep it tidy!

- Please keep the site tidy by cleaning up any waste to the correct skip or bin after you finish your work
- Return any spare materials to the storage area - if you leave them lying around, not only does it look untidy, but can create unnecessary waste



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## **TAKE CARE**

IF YOU ARE DOING WORK THAT CAN CREATE NOISE, DUST OR OTHER NUISANCE PLEASE ASK YOURSELF THE FOLLOWING QUESTIONS:

- Do you have any neighbours who could be affected?
- Can you do the works in a way that reduces the noise and dust?
- Are you aware of any complaints recently? If so, can you do your work to avoid the chance of getting further complaints?
- Are there any legal requirements to control noise (e.g. Maximum noise level, working hours) or dust?
- Can you do your work safely?

## **Watch out for nimbys (not in my back yard)**

Some people may complain to try and obtain compensation for financial gain. Do not make promises, but instead politely refer any complaints to the management team.



## **Potential causes of complaints**

These are some of the problems that can occur:

- ❖ Lighting causing nuisance by shining into neighbouring property (particularly bedrooms).
- ❖ Excessive noise, particularly early morning or late night and out of normal working hours.
- ❖ Dust causing soiling to washing, windowsills, and cars.
- ❖ Disruption to TV signals caused by erection of scaffolding, tower cranes and buildings.

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Q. If something is broken or dangerous on site, what action should you take?

Q. What should you do with any spare materials?

Q. What is a "nimby"?

**REMEMBER**

**BE CONSIDERATE TO OTHERS AND THE ENVIRONMENT**

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## TOOLBOX TALK No. 85 (Environment)

### Timber use



#### Where does your timber come from?

- There is increasing public concern about destruction of the rainforests and illegal logging of timber.
- The effects are beginning to show - social distress, global warming and destruction of wildlife and the habitats. There are many claims from timber suppliers about the sustainability of their products, but often it is difficult to know who or what to believe.
- One reputable system is run by the forest stewardship council (FSC) which certifies that timber comes from forests managed to high social environmental and economic standards.
- The Forest Stewardship Council (FSC) is an independent, non-profit, non-governmental organisation founded in 1993.
- Forest product derived from forests certified within the framework provided by the FSC is allowed to carry the FSC registered trademark.
- The FSC logo indicates that the wood used in a product has come from well-managed forest independently certified in accordance with the rules of the Forest Stewardship Council.





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Search for sustainable timber supplies on the internet at:  
<http://www.timberweb.com/members/sustainable.aspx> or  
<http://www.fsc-uk.org/products.asp>

## **Before you buy timber:**

- ✓ Is the timber from a source certified by the Forest Stewardship Council (FSC)?
- ✓ If so, can a certificate be provided for the consignment? Does the certificate number appear on the invoice and delivery note?

## **If it is not FSC timber**

- Is it from another certified source? If so, can a certificate be provided?
- Is it from a recycled source?
- If it is not certified or recycled, then why was certified or recycled timber not available? Can information about the source and environmental policies of the forest manager be provided?



Q. What does FSC stand for?

Q. What does the FSC logo indicate about the wood used in a product?

Q. What must you check before purchasing timber for site?

**REMEMBER**

**USE WOOD PRODUCTS FROM SUSTAINABLE SOURCES**

## TOOLBOX TALK No. 86 (Environment)

### Noise Nuisance

#### What is noise?

- Often defined as unwanted sound, everything we do creates noise and it is the number one source of complaints about construction sites.
- Complaints about noise can lead to poor relationships with your neighbours.

#### How is noise measured?

The ear is extremely sensitive to noise frequencies of about 20 hertz to 20 kilohertz. This scale is large and too difficult to use, so instead noise is usually measured with a logarithmic decibel (db) scale. See below:

120 db - threshold of pain

85-90 db - hazard to hearing from continuous exposure

80 db - busy traffic

60 db - ordinary whisper

30 db - quiet whisper

0 db - threshold of hearing



#### Potential noise problems

- Annoys neighbours, especially in the summer when doors/windows are left open and people are using their gardens
- It can be hazardous to your hearing
- Vibration may cause damage to structures
- Can disturb wildlife

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- Delivery of materials
- Working outside of normal hours
- Using noisy equipment
- Working close to neighbours
- Vehicles moving/reversing on site

- Use less noisy equipment (see BS52328) for guidance
- Keep noisy plant away from open areas and the neighbours where possible
- Keep equipment well maintained
- Turn off equipment when not in use - do not allow it to idle for long periods
- Use mufflers or silencers to reduce noise
- Minimise the height materials can fall
- Use rubber linings/absorbent material on very sensitive sites
- Fabricate away from the site if possible
- Restrict noisy activities to times when neighbours are not likely to be affected
- Use noise screens, stockpiles, portacabins or partly completed buildings to shield the noise.
- Monitor noise levels to check for problems.



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## Key legislation

### **Control of Pollution Act 1974 - Part 3**

The most important sections of this act are section 60 and 61, which focus on construction sites. A contractor can avoid potential prosecution by applying to the local authority for a "prior consent" governing work on the construction site, and adhering to the conditions set (section 61). A local authority can issue an abatement order if prior consent conditions are not adhered to (section 60).

### **Environmental Protection Act 1990 - Part 3**

Sections 80 and 82 - provide for proceedings to be instigated by the local authority (section 80) or by an individual (section 82) where noise or any of a number of other pollutants constitutes a nuisance. Some local authorities have been known to invoke a section 80 abatement notice with potentially more severe consequences than those normally associated with a section 60 notice under the CPA 1974.

### **Noise at Work Regulations 1989**

This is a statutory legal document that details provisions for the protection of people's hearing while in the workplace.

### **Town and Country Planning Act 1990**

Noise impacts must be considered in determining planning consents, and in any environmental impact assessment required under this act.

**Guidance - British Standard - BS5228 - noise control on construction and on open sites.**

As the nature of work on construction sites varies so enormously, regulation to control this noise from such activities requires some flexibility; this is provided by this standard.



protect your ears

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Q. What decibel level causes a hazard to hearing from continuous exposure?

Q. Give an example of how you can minimise noise problems on site?

Q. What can a contractor apply to the local authority for, to avoid potential prosecution by adhering to the conditions set?

**REMEMBER**

**NOISE CAN BE DANGEROUS TO YOUR HEALTH**

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## TOOLBOX TALK No. 87 (Environment)

### Water pollution

#### Water - why is it important?

- Water is our most precious resource.
- We depend on it for our survival.
- When it gets polluted, it can be difficult, expensive and time consuming to clean up.
- The construction industry is one of the biggest polluters of water; if pollution ends up in water from site, we may end up in court. Other users of water downstream from our site may be affected by pollution.
- It is an offence to discharge poisonous, noxious or polluting matter to controlled waters unless a discharge consent has been obtained.



#### Know your Drainage

- Pollutants that end up in the drains can still enter a watercourse even if it is miles away from our site.
- There are two common types of drainage normally found on site:
  - Surface water (these drain directly to the environment - rivers, lakes etc)
  - Foul water (these drain to the sewage system)

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- On some sites the drainage systems may be combined and the effluent flows to the sewage system. You will still need to have permission to discharge to these.
- On sites with separate systems it is a good idea to mark the drains in different colours to remind people where they can drain to -for example, blue for surface water and red for foul sewer.
- All drainage from site requires consent from the regulatory authorities - Before you pour it down the drain, make sure you have permission to do

## **Silty Water Do's**

- Do obtain a discharge consent before discharging water
- Do filter silty waters before discharging them (e.g. use a settlement tank)
- Do obtain approval from the environmental agency/sepa before undertaking work in a river or stream.

## **Silty Water Don't's**

- Don't discharge silty water directly to a stream or river
- Don't pile soil or granular materials near surface water
- Don't allow excavators to work in streams or rivers

## **Oil**

- Make sure all oil tanks are stored in bunded areas, and drums are on drip trays or in bunds.
- Check bunds regularly for leaks, cracks or holes.
- Always lock valves to prevent vandalism or unauthorised access to fuel or oil.
- Make sure absorbent materials are available and you know what to do when a spillage occurs.
- Never hose down oil/fuel to the drain (use absorbent material to contain and collect it).

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## It does not take much to cause water pollution

For example, the maximum allowed concentration normally permitted for suspended solids is typically 30-40 milligrams per litre, the equivalent of mixing half a teaspoon of soil in a bath of water.

Q. What are the 2 common types of drainage normally found on site?

Q. Who must you obtain approval from before undertaking work in a river or stream?

Q. Where must oil tanks be stored?

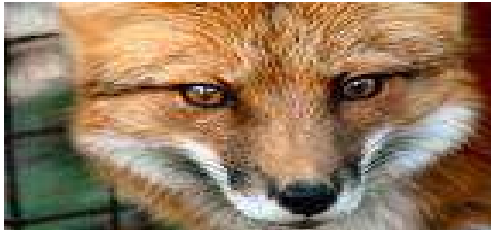
### REMEMBER

**WATER IS OUR MOST PRECIOUS RESOURCE - PROTECT IT**



## TOOLBOX TALK No. 88 (Environment)

### Red fox



#### *Where are foxes found?*

- Foxes are highly adaptable and can be found in almost any environment, including fields, marshes and urban areas.
- They are well suited to living in built up areas, feeding in towns and gardens.

#### *What to look out for:*

Apart from seeing the foxes themselves, also look out for:

- 1) Droppings, like a domestic dog but twisted that usually contain hair and bones
- 2) Fox urine has a distinctive strong acrid smell

### Fox Facts

- Foxes are the size of a small or medium sized dog, about 70cms long with a thick bushy tail and reddish-orange fur.
- They are of slim build with a long pointed snout.
- Their droppings are similar to the domestic dog but are twisted and contain hair and bone.
- Foxes are active during the day all year round, less so during the winter but they do not hibernate.
- They breed once a year in the spring with four or five cubs produced per female.
- Foxes often live in family groups and occupy territories varying in size from 0.2 to 40km<sup>2</sup>.



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- They live in underground dens called "earths" built in well-drained areas where possible.
- "Earths" can be built by foxes. Others can be old rabbit or badger holes.
- In urban areas foxes may live and breed under garden sheds, outbuildings and houses.
- Killing or relocating foxes from an area can be difficult, particularly in urban areas, as vacant territory tends to be quickly re-occupied.

## Health and safety issues

- Avoid contact with fox urine or droppings with bare hands
- Infected foxes may pass Weil's disease (Leptospirosis) onto humans via their urine.
- Foxes may carry parasites that can cause disease in humans passed on via their droppings.

## Legal controls

- Given the widespread occurrence of red foxes, they receive only limited legal protection.
- In some situations, foxes can cause damage and nuisance.
- It maybe deemed necessary to control their numbers.
- Foxes are protected against cruelty under the Wild Mammals (Protection) Act 1996.
- The use of chemical repellents (eg. Renardine) and other methods, including trapping, are legally restricted.
- The use of some trapping methods, unapproved chemical products, poisons or pesticides are illegal.

## What to do:

- Do not encourage foxes by leaving litter or food waste around. Put waste in lidded bins or fox-proof containers made from metal or plastic.
- If foxes are a problem, fox proof fencing may be needed (wire or electric). Advice on the correct use of fencing must be obtained from an ecological consultant - contact the environmental focal point for your contract for advice.

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- To ensure control methods are safe and effective, use a registered pest control firm. The use of poisons is restricted, and approved types are only available to registered operators.



Q. What should you look out for to identify whether foxes are in a particular area?

Q. When do foxes breed?

Q. What disease can infected foxes pass to humans via their urine?

**REMEMBER**

**FOXES MAY CARRY PARASITES THAT CAUSE DISEASE  
BE VIGILANT**

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## TOOL BOX TALK No. 89



Subject : **RIDGID 600 POWER DRIVE**

**IMPORTANT:** No persons are to work with the RIDGID 600 Power Drive unless they have attended a Tool Box Talk detailing the risks associated with this operation.

- Read, understand and follow the Safety Instructions issued with the machine.
- Read any labels attached to the machine.

**Never use this type of machine if you are not trained in its use.**

### WORK AREA

- Work area must be kept clean and well lit.
- Do not operate the machine in explosive atmospheres such as in the presence of flammable liquids, gases or dust. (Tools create sparks, which may ignite dust or fumes).
- Ensure a clear path to an electrical outlet that does not contain any sources of heat or oil, sharp edges or moving parts that may damage the electrical cable lead.
- Keep floors dry and free of slippery materials such as oil.

### PERSONAL SAFETY

- Always remain alert, be aware of what you are doing and use common sense when operating a power tool. Do not use tool while tired or under the influence of drugs, alcohol, or any medication liable to make you drowsy.
- Dress properly. Do not wear loose clothing or jewellery. Contain long hair. Keep your hair, clothing and gloves away from moving parts.

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- Avoid accidental starting. Be sure switch is OFF before plugging in.
- Remove adjusting keys or wrenches before turning the tool on.
- Do not overreach. Keep proper footing and balance at all times.

## TOOL USE AND CARE

- Use clamp or other practical way to secure and support the work piece to a stable platform.
- Never force the tool.
- Never use tool if the switch does not turn it ON or OFF.
- Disconnect the plug from the power source before making any adjustments, changing accessories or storing the tool.
- Check for misalignment or binding of moving parts, and any other condition that may affect the tool's operation. If damaged, have the tool serviced before using. (Tool service must only be performed by qualified repair personnel).
- Only use accessories that are recommended for the machine.
- Keep handles dry and clean, free from oil and grease.

## P.P.E.

- Always wear eye protection to BS EN 166B standard.
- Non-skid safety shoes, hardhat, gloves and hearing protection must be worn where appropriate.

## ENVIRONMENTAL AND WASTE

- Absorbent granules must be positioned in the immediate vicinity of the machine and disposed of, if used, as special waste.
- Disposal of swarf or contaminated absorbent granules must be by licensed waste contractors who will provide a consignment note which must be kept for 3 years, exceeding the 2 year record keeping period.
- Storage of swarf or contaminated absorbent granules must be in secure lockable containers until waste disposal contractor arrives.
- Swarf or contaminated absorbent granules must not be put in the general waste skip.

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## **HOUSEKEEPING**

- A regular programme of housekeeping must be implemented to remove all off-cuts, ensure any spillages are dealt with appropriately and that a good standard is maintained at all times.

Q. What type of atmosphere must you not operate the tool in?

Q. What must you do before making any adjustments, changing accessories or storing the tool?

Q. How should the absorbent granules be disposed of?

## **REMEMBER**

**NEVER USE THIS TYPE OF MACHINE IF YOU ARE NOT TRAINED IN ITS USE**

## TOOL BOX TALK No. 90

### High Voltage Electricity

#### HIGH VOLTAGE ACCIDENTS

High voltage accidents occur when workers don't plan properly.

In construction there are plenty of opportunities to make contact with a High Voltage source:

- Mobile Scaffolding coming into contact with the live source
- Scaffold building/dismantling coming into contact with the live source
- MEWPs coming into contact with the live source
- Crane operations coming into contact with the live source
- Loading and off loading operations coming into contact with the live source

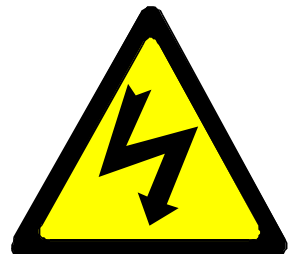
These are just a few incidents that could cause serious problems for workers.

### Electrical Injuries

Electrical injuries can be caused by a wide range of voltages but the risk of injury is generally greater with higher voltages and is dependent upon individual circumstances.

Alternating current (AC) and Direct Current (DC) electrical supplies can cause a range of injuries including:

- Electric shock
- Electrical burns
- Loss of muscle control
- Thermal burns



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The most serious and worst case scenario is LOSS OF LIFE following contact with High Voltage Electricity.

## Some do's and don't's

### Don't's



- Do not enter any room containing High Voltage electrical equipment unless authorised to do so.
- Do not tamper or interfere with any electrical equipment or service unless fully trained and authorised to do so.
- Do not interfere with or remove electrical safety signage, it has been posted for a reason.
- Do not take for granted that electrical services are switched off, always seek specialist advice.

### Do's

- Report any damage to electrical equipment or services to you supervisor immediately.
- Follow the instructions given on Electrical safety signage.
- Ensure you have been given a permit to work in electrical switch rooms or sub-stations.
- Assume all electrical cables and equipment are live unless the specialist electrical contractor has proved and confirmed they are dead.



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## Remember:

- Electricity is unseen and unheard, it can cause DEATH or SERIOUS INJURY without warning.
- Your body is an extremely good conductor of electricity - Don't find out the hard way

## Questions:

Q. When operating a MEWP what must you be aware of?

Q. What must you do if you find damaged electrical cables or equipment?

Q. Why are electrical safety signs important?



**REMEMBER**

**DON'T LET A LIVE TAKE A LIFE**



## TOOL BOX TALK No. 91

### POP-Ups

The POP-UP is a relatively new piece of equipment that enables operatives to work safely at height and comply with current legislation, if used correctly.

Fully extended it gives a platform height of 1.63m and a maximum working height of 3.4m.

The platform measures approximately 1m long by 0.5m wide and can safely lift and support a load of 240kg, this is the equivalent of 1 normal sized person and approximately 160kg of tools and/or materials.

The POP-UP system is operated by a 12v battery which powers the hydraulic system. It is capable of raising and lowering 250 times before it requires recharging.

### **THE POP-UP IS FOR INTERNAL WORK ON FLAT LEVEL GROUND ONLY**



Before using the machine ensure that: -

- It is free of damage
- The bubble in the spirit level is within the inner circle
- The castor brakes are applied
- Three points of contact are maintained when entering and leaving the working platform

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## Some Do's and Don'ts

### Do's

- Ensure the daily checks are carried out i.e. the structure is damage free, the brakes work, no oil leakage, the raise lower functions work.
- Ensure the ground will support the weight.
- There is sufficient clearance when working near overhead hazards such as live conductors and crush zones.
- The brakes are on before you enter or elevate the machine.
- Ensure that there is an exclusion zone around the equipment to prevent people being harmed by your operations and vehicles / plant do not come into contact with the pop-up.
- Ensure any loads are evenly distributed within the platform.
- Ensure any removable guards or handrails are replaced (including closing the gate) to maintain full edge protection.
- Ensure that there is someone working at ground level that is trained in the emergency lowering procedure for the POP-UP.

### Don'ts

- Exceed the safe working load.
- Use the pop-up as a crane.
- Attempt to increase the working height by standing on the side rails or using stepladders or drums / boxes in the platform.
- Manoeuvre the pop-up either on an incline or when it is extended.

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- Enter or exit the platform unless it is fully retracted into the transport position.
- Apply any side loads to the platform or scissor mechanism.
- Allow anyone at ground level to operate the controls (unless in an emergency situation).
- Operate the pop-up out doors or in an open structure subjected to windy conditions, it has not been designed to withstand wind loadings.
- Leave hands or fingers where they may be crushed / nipped whilst raising the basket.

Q. The platform can safely lift and support a load of 240kg, which is the equivalent of what?

Q. What must be on before you enter or elevate the machine?

Q. Why must you ensure that there is an exclusion zone around the platform?

REMEMBER

WORKING AT HEIGHT IS DANGEROUS - THINK SAFETY

## **TOOL BOX TALK No. 92**

### **Risks to the Public**

Some of our activities could lead to a potential risk to members of the public. Our Policy is that these risks must be managed to ensure absolute protection as far as reasonably practicable. When potentially putting members of the public at risk the term "as far as reasonably practicable" must be interpreted to mean we do all we possibly can to avoid any risk of serious injury!

### **Where does this apply?**

It applies in some way to many of our projects, where we work close to the public. For example:-

- Many inner city sites have secure perimeters, but we still need to deliver materials and possibly lift and handle these over public access ways, pavements etc.
- Consider the risk of trespass - if overall site security is known to be breached, we need to be doubly sure that our works are protected. For example, no large open ducting, no open risers, no unprotected potential falls, no unlocked live electrical rooms or cabinets.
- New extensions to existing buildings such as hospitals, where we tie-in to existing services. These often entail restricting access to our work areas, in order to protect others.
- Schools projects are particularly sensitive. Children are often drawn to construction sites - they look interesting!
- If we work in occupied premises this often means we have to gain access out of hours. We need to be careful that we tidy up and make all areas completely safe before we complete our shift.

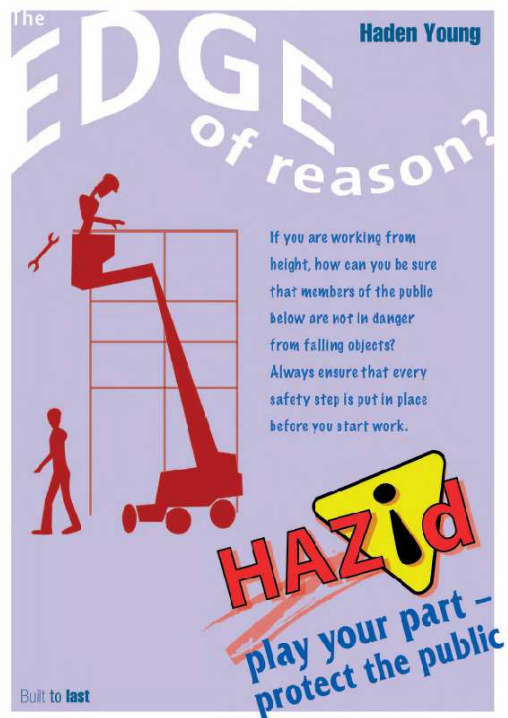
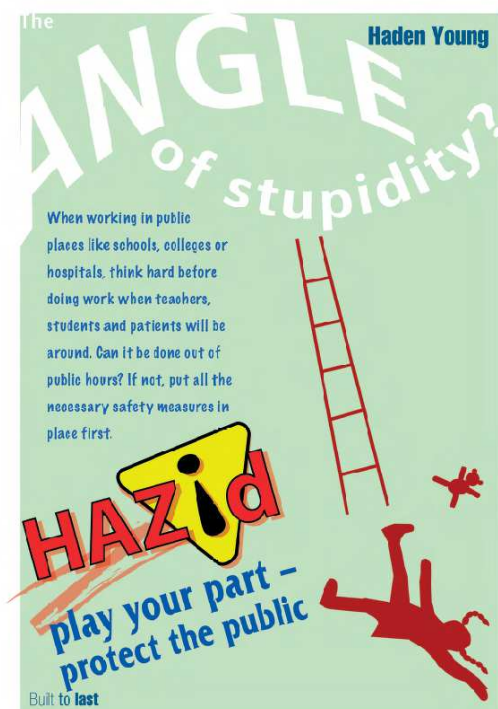
### **What else needs to be done?**

- Ensure that all security gates, doors and other access points that we control are working properly. Raise any shortcomings you identify, even if this is controlled by others, e.g. the Principal Contractor.

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- When working in public places like schools, colleges or hospitals, think before doing work when members of the public are around. Ensure your risk assessment considers the public and put all the required safety measures in place.
- Ensure that no loads are lifted over members of the public. ALWAYS barrier off. Consider what would happen if a lift fails - you may need to extend barriers over a wide area.
- If your Supervisor has put in place a Permit to Work system, be sure that this is followed.
- Ensure all appropriate signage is in place - remember that situations vary and you may need signage that is unique to your work area. If in doubt, please ask.
- If you are working on a project where public risk is considered to be relevant, ensure that posters highlighting this are displayed in prominent locations. Haden Young has a series of these to choose from (see the examples below).



## QUESTIONS

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Can you think of any risks to the public on this project?

If so, what should be done to remove these?

## REMEMBER

WE NEVER EXPECT WORK TO BE CONDUCTED IN A MANNER THAT PUTS YOU OR ANY-ONE ELSE AT RISK. WE HAVE A PARTICULAR DUTY TO ENSURE THAT OUR OPERATIONS DO NOT PUT ANY MEMBERS OF THE PUBLIC AT RISK