

TOOLBOX TALK – EXCAVATIONS & PLANT MOVEMENT

Project: Residential New Build – 2 Storey Dwelling

Site Address: 24 Cavendish Rd | HS17J | London | United Kingdom

Delivered By: Sz Griga PM / Site Manager

Date: [DD/MM/YYYY]

Duration: 15 minutes

1. PURPOSE OF TOOLBOX TALK

This toolbox talk has been delivered to highlight the key hazards and control measures associated with excavation works and plant movement on site. The aim is to prevent accidents and ensure all operatives work safely.

2. KEY HAZARDS

- Collapse of excavations
- Falls into excavations
- Plant striking pedestrians
- Reversing vehicles
- Poor visibility and blind spots
- Uneven ground and changing site conditions

3. SAFE WORKING PRACTICES – EXCAVATIONS

- Excavations must be assessed before work starts
 - Excavation sides to be battered or supported where required
 - Barriers and warning signage to be installed around open excavations
 - Safe access and egress to be provided at all times
 - No person to enter an unsupported excavation
 - Excavations to be inspected daily by the Site Manager
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4. SAFE WORKING PRACTICES – PLANT MOVEMENT

- Only trained and authorised operators to use plant
 - Banksman to be used for reversing or where visibility is restricted
 - Pedestrian routes to be clearly identified and kept clear
 - No walking behind or close to moving plant
 - Reversing alarms and flashing beacons to be operational
 - Speed limits to be followed at all times
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5. PPE REQUIREMENTS

Mandatory PPE:

- Safety helmet

- High visibility clothing
- Safety boots
- Gloves

Additional PPE (task dependent):

- Eye protection
 - Hearing protection
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6. WHAT TO DO IF CONDITIONS CHANGE

- Stop work immediately if conditions become unsafe
 - Report hazards to the Site Manager
 - Do not continue work until it is safe to do so
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7. QUESTIONS & CONFIRMATION

Operatives are encouraged to ask questions or raise concerns at any time.

By signing below, operatives confirm they have understood the contents of this toolbox talk and will follow the site safety rules.

ATTENDANCE RECORD

Name	Signature	Company

Delivered by (Site Manager, H&S Manager, Supervisor):

Signature: _____

Date: _____