Unit 105: Protecting health, safety and the environment when working in the construction and built environment sector

# Worksheet 3: Toolbox talk (tutor)

Toolbox talks are essential on a construction site. They provide a convenient and effective method of communicating and reinforcing the safety message throughout the workforce and, used properly, can significantly enhance the development of a safe working culture.

The cost of implementing a regular toolbox talk system is minimal, 10–15 minutes a week! The benefits will include greater awareness, with the potential to reduce accident rates, and possibly even save a life.

A toolbox talk is a short discussion with staff and ensures that they are aware under Health and Safety legislation that they all have duties.

You are to carry out a toolbox talk about COSHH:

1. Research and present to your group discussion points on the duties that you think are required for COSHH awareness.

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

**Discussion points:**

COSHH assessments must be carried out with the aim of elimination, substitution and reduction of exposure to hazardous substances.

Any substance that has a hazard warning label has the potential to do harm – assess the risks before you use it.

Employees must use hazardous substances as directed, following the required safety precautions, and using the required PPE as applicable.

Store hazardous materials in suitable containers, ensuring only as much as is needed is in the workplace, and that lids are replaced when not in use.

Read labels on containers – if no label, then do not use! Know the correct precautions and control measures.

Avoid all unnecessary contact with hazardous substances.

Know where the first aid and washing facilities are on site.

Always wash hands after use, and do not eat, drink or smoke when handling hazardous substances.

Ensure there is adequate ventilation when using hazardous substances. Never mix hazardous substances unless you are sure of what you are doing.

Never expose other employees to fumes, dust, gas or any other dangers from hazardous substances. Don’t store hazardous substances above head height. Always clean up any spillages, dispose of hazardous waste properly.

IF A DUST, FUME OR VAPOUR MAKES YOU COUGH, CATCH YOUR BREATH OR GIVES YOU A HEADACHE, YOU MUST REPORT IT IMMEDIATELY TO A SUPERVISOR.