

# TOOL BOX TALKS

Health Safety and Environment,  
Information, Instruction and Training  
HS 1.29



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# Health Safety and Environment Information, Instruction and Training

## HS 1.29

### Tool Box Talks

## 1. Purpose of this Document

Compass Group UK&I is committed to the health and safety of all who work for us and that of anyone who may be affected by our operations. We are also committed to the development of all who work for us whether they are employees or supply chain personnel.

We believe that the best way to protect the health and safety of people is to give them the knowledge, skills and resources to be able to protect themselves. This tool-box talk guidance has been developed in support of our personnel development plan.

In addition to our commitment the Health and Safety at Work etc., Act 1974 requires employers to provide information, instruction and training for employees along with the Management of Health and Safety at Work Regulations which established requirements for Compass Group UK&I to employ competent personnel. They also set out procedures for promoting and enforcing safe and healthy working conditions.

Compass Group UK&I require our supply chain contractors to establish standards of health and safety that are at least equivalent to those we employ within our own business.

As part of our partnering arrangements with our supply chain contractors and clients Compass Group UK&I will invite representatives to attend our toolbox talks and will make our toolbox talks available to them.

## 2. Scope

A library of Toolbox talks will be produced by the Health and Safety Team and held on the mycompasshse website. However on a monthly basis mandatory toolbox talks must be delivered based on a schedule developed by the HSE team (see appendix 2) and/or safety alerts will be circulated to the business and where important lessons are to be learnt following accidents, incidents or from professional publications etc.

## 3. Roles & Responsibilities

Responsibilities for Tool Box Talks

The Health and Safety team is responsible for the development of the monthly mandatory toolbox talk schedule. The schedule lists the month and corresponding toolbox talk for delivery.

Toolbox meetings should take approximately 10-15 minutes and be given to groups of about 15-20 people. Meetings should be conducted by the immediate line manager or supervisor of the individuals concerned.

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Tool Box Talks should not be simply passed on to employees to read as one of the principal benefits of toolbox talks is the ability to generate discussion where employees are encouraged to feedback their views based on individual experience.

Additionally there may be minor variations to comply with the establishment's procedures that the line manager needs to inform their staff of.

Line managers and supervisors are to ensure that:

- Toolbox Talks are delivered to all their team within the timeframe given.
- All those who attended the toolbox talk complete the attendance sheet provided with the Toolbox Talk.
- A copy of the above record of the attendance sheet is held on site.

Compass and those of its supply chain partners are to:

- Attend Toolbox Talks when requested.
- Comply with the message delivered.
- Complete the record of attendance prior to leaving the venue.

#### 4. Process

The Site Manager is to deliver one tool box talk chosen from the index (see appendix 1) each month, this can be chosen based on current issues at site or randomly. The HSE Team will create a schedule of Mandatory tool box talks (see appendix 2) to be delivered to the teams each month. The Site Manager must then retain copies of all toolbox talks delivered and details of those who attended the training using the Attendance Sheet (see appendix 3).

Subcontractors or members of our supply chain may also cover alternative topics provided the subject is project task, system or procedure related.

The immediate supervisor is required to ensure the Toolbox Talk register is completed by the operatives receiving the talk and he/she signs to confirm those listed have been given the talk.

Toolbox talks are listed within Appendix 1 and are designed for a range of issues including:

- General health and safety
- Construction safety issues
- Facilities management issues
- Work at height
- Manual handling etc. etc.

The intention is for a full range of toolbox talks on a wide range of subjects which are derived from the HSE Legal register.

Toolbox talks are to be interactive and interesting and should maximise the use of multimedia tools including DVD, where appropriate.

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### 4.1 Notes for Tool Box Talk presenters

Toolbox talk presenters should be familiar with and understand the company's health and safety policy and along with it the organisation and arrangements for the health and safety of persons on site.

As a manager or supervisor, you represent the company at a site level and are the link between senior management and operatives and you have a direct responsibility for ensuring that the company's safety policy is implemented on your site.

In nearly all accidents, unsafe conditions and/or unsafe acts play a prominent part. During tool box talk presentations reference should be made to the need to avoid these. Examples are listed below:

Unsafe conditions include:

- Equipment improperly guarded
- Defective equipment
- Unsafe clothing, footwear, eye protection
- Improper ventilation
- Unsafe design or construction
- Improper storage of chemicals, gases etc.
- Defective electrical installation
- Improper shoring to excavations.

Unsafe acts include:

- Operating plant and equipment without authority
- Operating at an unsafe speed
- Making safety devices inoperative
- Using unsafe equipment or equipment unsafely
- Loading or placing unsafely
- Being in an unsafe position
- Working on moving or dangerous equipment
- Horseplay
- Not using personal protective equipment

Site managers and employees have a responsibility to ALL personnel, including our sub-contractors, to ensure that they recognise, act upon and avoid any unsafe acts and conditions.

Dangerous occurrences, when reported to you, must be immediately investigated and remedial action taken where necessary.

Every injury, no matter how slight it may appear, should immediately be reported to you. Ensure that prompt first aid treatment is given by the person nominated and that the incident is reported on the AIR2 portal as per the link below.

<https://www.compassconnect.com/Connect/myportal/CompassHome/BusinessSupport/HSE>

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### Tool Box Talks

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13	<b>Display Screen Equipment</b>	52	<b>Personal Protective Equipment</b>
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30	<b>Gas Welding and Cutting</b>	69	<b>Slips, Trips and Falls</b>
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## Appendix 2: Mandatory Tool Box Talk Schedule


### Mandatory Tool Box Talk Schedule

These Mandatory Tool Box Talks are to be delivered at the beginning of each month using the corresponding Month to the Tool Box Talk e.g. January – Winter Working/Hazards

Month	Tool Box Talk.
January	Winter Working /Hazards
February	Slips Trips and Falls
March	Electrical Safety
April	Personal Protective Equipment
May	Display Screen Equipment
June	Manual Handling
July	Unsafe Acts and Unsafe Conditions
August	Asbestos
September	Power Tools
October	Accident, Incident and Near Miss Reporting
November	Ladders and Steps
December	Winter Driving




STANDARDS  
**FOLLOW RULES**




COMMUNICATION  
**SPEAK OUT**

All colleagues briefed on the contents of these Tool Box Talk must sign & date to confirm attendance and understanding. Managers and Supervisor are to sign, date and retain a copy as evidence of training



RISK ASSESSMENT  
**BE MINDFUL**



INVOLVEMENT  
**GET INVOLVED**

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## Appendix 3: Attendance Sheet

### Tool Box Talk Attendance and Sign off Sheet

Unit Number	Unit Name	Topic

I confirm that my unit Manager/Supervisor has delivered this Tool Box Talk to me, and that I understand the contents within it.


Employee Name	Employee Signature	Date


Unit Manager/Supervisor:

I confirm that I have delivered this Tool Box Talk on the above topic to all members of my team:


Signature: \_\_\_\_\_


Date: \_\_\_\_\_

  
STANDARDS  
**FOLLOW RULES**

  
COMMUNICATION  
**SPEAK OUT**

All colleagues briefed on the contents of these Tool Box Talks must sign & date to confirm attendance and understanding. Managers and Supervisors are to sign, date and retain a copy as evidence of training.

  
RISK ASSESSMENT  
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