

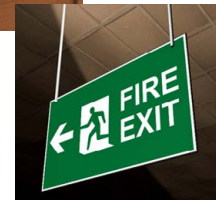
Toolbox Talk

02. Access & Egress



What?

- All workplaces should be designed to provide safe access and egress including emergency escape routes
- Access and egress should provide safe passageway to and from your place of work
- Your place of work is wherever you have to be to carry out your job
- It could be on a flat roof, on the side of a building or in a basement where safe access and egress needs to be provided



Why

- Doors on access / egress routes should be easy to open
- Fire routes should be clearly marked and signed
- Poor access or egress can result in serious injury
- People slip, trip and fall when things are left in walkways
- Falls occur when employees use ladders for access which are not secured
- Injuries can occur when people and vehicles use the same access and egress routes



Do



- ✓ Use only recognised entry and exit points
- ✓ Keep roadways and passageways clear from obstructions
- ✓ Make sure all access routes have adequate lighting including emergency lights
- ✓ Place barriers and signs around obstructions or openings
- ✓ Report any unsafe routes
- ✓ Watch out for moving vehicles on access routes
- ✓ Ensure correct access equipment is selected when working at height

Don't



- ✗ Obstruct fire or emergency doors
- ✗ Leave materials or equipment on walkways or passageways
- ✗ Take shortcuts which result in using unsafe access routes
- ✗ Use unsafe access equipment when working at height
- ✗ Ignore warnings about moving vehicles and equipment



Document Name	TBT 2 Access & Egress	Document No	FM/HS/TBT/004
Document Owner	Stuart Care	Date of Issue	13/01/2017
Classification	Internal Use	Version No	01