TOOLBOX TALK

NON-COMPLIANCES

SEEN EARLY IN THE YEAR

At the start of the year, many sites experience repeat safety issues. These are often linked to new teams, rushed programmes, or safety systems not being fully re-established after shutdown periods. This toolbox talk highlights the most common early-year non-compliances and how to prevent them.

1. Which safety documents must be in place before work starts on site?

2. Why is poor housekeeping a safety risk, especially early in the year?

3. What should you do if you find damaged PPE or unsafe electrical equipment on site?

INCOMPLETE SAFETY DOCUMENTATION

COMMON ISSUES

- FILE NOT UPDATED
- NO INDUCTION REGISTERS
- RISK ASSESSMENTS NOT APPROVED

WHY IT MATTERS

Without approved documentation, work is not legally compliant, and risks are not properly controlled.

CONTROL MEASURES:
- Keep documents on site
- Mandatory site inductions
- Approve documentation before work

POST-SHUTDOWN POOR HOUSEKEEPING

COMMON ISSUES

- MATERIAL LYING AROUND
- DEBRIS CREATING TRIP HAZARDS
- WALKWAYS BLOCKED

WHY IT MATTERS

Poor housekeeping increases the risk of **slips, trips, falls,** and injuries.

CONTROL MEASURES:
- Conduct a full site clean-up
- Assign housekeeping responsibilities
- Keep routes clear

INADEQUATE PPE USE

COMMON ISSUES

- PPE NOT WORN CONSISTENTLY
- INCORRECT PPE FOR THE TASK
- DAMAGED OR WORN PPE

WHY IT MATTERS

PPE is the last line of defence against injury.

CONTROL MEASURES:
- Replace damaged PPE
- Enforce PPE requirements
- Supervisors must lead by example

LAPSES IN SUPERVISION

COMMON ISSUES

- NEW WORKERS UNSURE OF PROCEDURES
- NO DAILY TASK BRIEFINGS
- UNSAFE WORK CONTINUING

WHY IT MATTERS

Lack of supervision leads to unsafe behaviour and accidents.

CONTROL MEASURES:
- Conduct daily toolbox talks
- Supervisors must be present
- Encourage workers to report unsafe

TOOLBOX TALK

PROJECT NAME:

DATE:

SITE MANAGER / SUPERVISOR / PRESENTER NAME:

This form should be used by site supervisors, foremen, or managers during site toolbox talks, meetings, and training sessions.

All attendees should sign the register to confirm their attendance.

CAIRNMEAD

REGISTER

NAME AND SURNAME:	COMPANY:	SIGNATURE: