

### About Tool Box Talks

Please read through this document with each of your staff FACE TO FACE in the form of a Tool Box Talk, encourage interaction on the Discussion points. Each Toolbox talk should take no more than 10 – 15 minutes.

For each Tool Box Talk: a record sheet must be completed containing each employee's signature. Keep the original in your local Tool Box Talk record file and fax or email a copy to the scheme administrator.

## Title: ACCIDENT PREVENTION

**It is essential that we all contribute in every way possible to reduce the frequency and severity of accidents. Only by continual compliance with the rules, employing best practice, using the right equipment for the task and being supportive to colleagues in terms of help and advice will we reach our objective of ZERO Harm, ZERO Injuries and ZERO Compromise. The analysis of internal and external accident statistics, information from our accident investigations and near miss reports contribute to the improvement process that will make ERIKS a safer and healthier place for employees and others who may be affected by what we do.**

### Main Points:

- Equipment does not cause accidents – people do!
- Every accident is owned by someone somewhere!
- It's too late to plan for safety after an accident has happened!
- Risk assessments are not just there to show the auditor, they are the corner stone to managing your safety.
- Do not assume because you have not had an accident that you are managing safety.

### Discussion Points:

- Accidents are caused by:
  - People not: planning, following instructions, or putting their training into practice.
  - Unsafe handling, loading, stacking and storing of materials.
  - Incorrect use and abuse of plant and equipment.
  - Use of faulty equipment and doing "homemade" repairs.
  - Adaptation and illegal removal of guards or barriers.
  - Failure to use the correct PPE
  - Rushing and taking short cuts
  - Laziness – not clearing up spills, cables and equipment causing slips, trips and falls
  - Ignoring safety signs/warning devices.
- The cost of accidents include: pain, suffering, disability,. They can also result in loss of earnings, incapacity for the job, inability to support family, etc.

ERIKS face costs in compensation, loss of working time, lost management time during investigations, possible fines, etc.

#### **You can help to prevent accidents by:**

Planning your work, following instructions and working in accordance with your training.  
Not removing any safety devices.  
Not handling harmful substances without using the correct control measures.  
Not using plant and equipment unless you are trained and authorised.  
Always complying with the rules.  
Always wearing the correct PPE.  
Not messing about.  
Not misusing/abusing any equipment provided for safety.  
Not using any defective equipment/plant, and not doing any makeshift or temporary repairs.  
Using only the correct tools for the job.  
Obeying the safety rules and signs ALL of the TIME!

**BE THE EYES AND EARS FOR SAFETY AND REPORT ANY HAZRDS TO A SUPERVISOR IMMEDIATELY**

know-how makes the difference