

About Tool Box Talks

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

A tool box talk record sheet shall be completed containing each employee's signature. Retain a copy on your local Toolbox talk file and fax/email a copy to the central number shown at the bottom of the Toolbox talk form.

Clothing - Workwear

Introduction:

Suitable and sensible clothing is a pre-requisite for safety and can provide effective protection against a wide range of hazards.

Main points:

- Avoid loose clothing and jewellery – especially loose ends that can get into machinery, etc
- Wear safety shoes/boots (mandatory whilst working in ERIKS Service Centres). Safety footwear should provide protection for your toes and the soles of your feet
- Always wear the protective equipment provided and identified in the applicable risk assessment; overalls are no good in your locker or tied around your waist
- Wear suitable gloves if there is a risk to your hands, gloves are NOT allowed when operating machinery with exposed moving parts
- To protect against dermatitis: don't wear dirty or oily clothing next to the skin
- To protect against burns: don't wear clothing contaminated by flammable substances
- Know your customer's site safety requirements and go prepared
- Refer to TBT1 – eye protection

Discussion points:

- Read the risk assessment and material safety data sheets to determine the correct personal protective equipment.
- Protect exposed skin when working with harmful substances such as sewage - refer to your Service Centre COSHH Assessments.
- If the protective clothing you are wearing becomes contaminated replace it.
- Skin cancer can be deadly – keep skin covered when working outside in the sun.
- Wear the PPE provided, and look after it so that it can look after you.
- Consider fire hazards - cotton burns - ask; is fire retardant PPE required, are you welding or using oxy-acetylene etc?
- Jewellery, including rings, chains, etc, can be hazardous when operating machinery and when working on plant – take them off or tape up (also reduces wear and tear).
- Always dress appropriately, even for short jobs, and be prepared to swap or add protective clothing as required for specific tasks.
- See TBT1 - Eye protection: specific requirements

DRESSING SAFELY ISN'T BEING SILLY
– IT'S BEING SENSIBLE