

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: SLIPS TRIPS & FALLS

Slips and trips are the most common of workplace hazards and make up over a third of all major injuries. Over 10,000 workers suffered serious injury because of a slip or trip last year. These cost employers over £512m each year, slips and trips account for over half of all injuries reported to members of the public.

Main Points:

The main factors that contribute to a slip or trip include:

- The floor,
- The environment,
- Contamination & obstacles,
- Footwear & people's attitude,

Discussion Points:

The Floor:

It must be kept dry and free from spills of oil or grease or it should be suitably rough to prevent a slip. There must be no holes or uneven surfaces or curled up carpets. Ramps and changes in height should be avoided or highlighted.

Contamination:

Can be anything that ends up on the floor, it can be the result of you doing your work or due to the weather. Plan your work and anticipate spills, don't be surprised when the oil from a gear box runs onto the floor – catch it in a container! Don't allow rain water to enter your work area, provide a place to dry wet footwear. If a floor does become contaminated – clear it up; don't expect someone else to do it!

Obstacles:

50% of all trips are caused by poor housekeeping, keep your work area clear and make sure you don't obstruct walkways with your tools, cables, parts and equipment.

Cleaning:

A thin film of water on a smooth floor can be extremely slippery. Regular and effective cleaning can help to reduce accidents however the process needs to be managed correctly;

Cleaning cont....

Use the right amount and right detergent for the clean up. Remember; a lightly wetted floor may be slippery until dry. Signs and cones will warn of a slip hazard but they will not prevent people from entering a hazardous area whereas a physical barrier will.

Do You Have the Right Attitude? – if you have you will:

Deal with a spill even if you have not created it.
Deal with a trip hazard and not walk by.
Not wear footwear unsuited to the type of floor covering.

Environment:

Certain conditions can add to the risk of a trip or slip:
Light - either too much or too little can be a problem
Sudden or loud noises can be startling
Sudden slopes or a drop in floor level
Rainwater, wind, ice

Footwear:

For varying work situations and surfaces sensible footwear is essential. Sensible means: flat with the sole and heel made in a softer material to provide a good grip. In workplaces where floors can't be kept dry it is important to select slip resistant shoes with a good tread pattern, the soles must be kept clean to keep them effective.

FAILING TO CLEAR UP AFTER YOURSELF - COULD BE SOMEONE ELSE'S PAIN IN THE BACKSIDE

know-how makes the difference