

## 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: USE OF PLANT AND EQUIPMENT

**According to HSE statistics: 34 plant and machine operators were killed and 26,800 were seriously injured in a 12 month period. The law is very strict: it says that people MUST be protected from dangerous parts of machinery and equipment so far as it is practical to do so. That is to say: if the equipment is the most suitable for the use and the dangerous parts can be guarded they MUST be guarded, no ifs no buts – they must be guarded!**

### Main Points:

- Operators must be authorised by their line managers using EIS87 Machinery Authorisation.
- All plant & equipment must be maintained in good condition & safe working order.
- All safety devices, such as guards, screens, rests and interlocks, must be in good order and they must be used, in circumstances where their use makes the equipment unusable, you must inform your supervisor and a written risk assessment must be carried out to determine the most suitable equipment + any alternative protective measures that must be put in place before the work begins.
- All plant and equipment must display the appropriate written safe working practice (SWP)

### Discussion Points:

Can you comply with the Safe Working Practice.

1. Are you trained and authorised to use the machine?
  2. Is the machine correctly guarded?
  3. Has the machine been inspected in accordance with its planned maintenance schedule, how do you know?
- What do you do when the answer to any of the above is NO or you suspect the equipment to be faulty?
  - Familiarise yourself, comply the equipments'/processes risk assessments and the protective and preventive measures.
  - Consider any additional risks to others nearby; discuss any that cannot be controlled with your supervisor.
  - Carry out visual checks for any obvious damage/defects before you begin – if in doubt, do not use, ask your supervisor.
  - Control access and use of plant and equipment – never leave equipment unattended or unsecured.
  - Consider exhaust emissions – do these need to be vented out?
  - Wear appropriate PPE; if in doubt consult your supervisor or the risk assessment.

**PREVENTING AN ACCIDENT IS ALWAYS POSSIBLE – MENDING BROKEN LIVES AND BODIES IS NOT!**

know-how makes the difference

**ERIKS**