

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.

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

Title: WORKING AT HEIGHT

According to the HSE document INDG401, in a 12 month period falls from height accounted for 46 fatal accidents at work and around 3350 major injuries. They remain the single biggest cause of workplace deaths and one of the main causes of major injury.

Main Points:

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| <ul style="list-style-type: none"> ➤ Understanding what is 'work at height'? ➤ What ERIKS must do | <ul style="list-style-type: none"> ➤ What employees must do ➤ What can happen if you get it wrong |
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Discussion Points:

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level
 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) e.g. a person on a stepladder or alongside a ditch would be working at height.

The work at height (WAH) regulations apply to **ERIKS** where there is a risk of a fall liable to cause injury. ERIKS must do all that is reasonable and practicable to prevent anyone falling, they must apply the following controls in the order given here:

1. Whenever possible, avoid the need for WAH:
2. If unavoidable provide equipment or other measures to prevent falls and
3. Where it is not possible to eliminate the risk of a fall, provide equipment or other measures to minimise the distance and consequences of a fall should one occur.
4. In addition to the above: provide information, instruction and training about avoidance and the use of equipment and suitable control measures.

If you are an **employee** or you are working under **someone else's** control the law says you must:

- Report any WAH hazards that may cause you harm and
- Use any equipment including safety devices properly following any training or instructions given (unless you think it's unsafe to proceed, in which case you must seek further instructions)

If WAH is unavoidable managers & supervisors must: ensure that the work is properly planned, supervised, and carried out in as safe a way as is reasonably practicable; also think about emergencies and rescue and take account of the risk assessment carried.

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| <ul style="list-style-type: none"> ➤ If you are working at height you should identify all fragile areas and openings and install edge protection. | <ul style="list-style-type: none"> ➤ Think about the weather and how quickly circumstances can change. | <ul style="list-style-type: none"> ➤ Always use the correct access equipment in accordance with your training e.g. do not climb on tables/chairs to change light fittings. |
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ITS NOT THE FALLING THAT HURTS - IT'S THE LANDING