

ABM Group UK

TOOLBOX TALKS MANUAL

Using this Manual

Introduction

The development and maintenance of a safe working culture can only be effective if everyone is included and actively involved. The use of “toolbox talks” is an invaluable means of involving those most at risk, the employees, sub-contractors and self-employed, without incurring any significant time or financial penalty.

ABM Group UK have produced this “Toolbox Talks Manual” to assist managers, and supervisors etc. in implementing an efficient system of conducting regular toolbox talks with minimum effort, whilst hopefully achieving maximum gain.

Format

Whilst a standard format has been adopted throughout the toolbox talks contained in the manual, there remains considerable flexibility enabling users to adapt the content to their specific requirement.

The standard format used comprises the following:

- A Talk Number and Title: Purely for reference purposes.
- An introduction: A few lines that can be used to introduce the particular talk, most including why it is important.
- Main points: Three to five primary points that it is recommended are included in the toolbox talk.
- Discussion points: A list of other points to choose from.
- A quote: Each toolbox talk ends with a quick quote by way of summary. In the main, these are deliberately “catchy” in the hope that they will be remembered.
- Notes: There is a space for individual notes, which can include specific site conditions and activities, site rules, company policy points, etc., as required.
- The flip side of each toolbox talk has deliberately been left blank to allow for the inclusion of pictures if required. This will depend on individual approaches and requirements, but possibilities worth considering might include photographs of the effects of industrial dermatitis, good or bad scaffold, or types of fire extinguisher (though the latter may be better demonstrated by having the actual site fire extinguishers present).

Frequency

Again, this will depend upon individual requirements and approaches, and also on the site conditions. On larger sites, it may be necessary to give the same toolbox talk several times in order to ensure all sub-contractors etc. are addressed, or it may be more practicable to give the same toolbox talk at different locations on site, i.e. a different floor/level each day. On smaller sites, it may be simple enough to address all site personnel at once.

As a minimum, it is recommended that departments aim to give the highlighted toolbox talk to every employee, sub-contractor in the month identified. Ideally, where practicable, this should be implemented as a set routine, i.e. every Wednesday morning starts with a 10-15-minute toolbox talk.

Which Talks

Included in the manual are toolbox talks covering most site activities, and there are sufficient, allowing for holidays etc. to give a different one each week for a year. Thus, if suitable, users can simply work their way through the manual for a year, and then start again! Alternatively, users can select talks based upon primary company or site activity, or maybe on areas of concern. Additional toolbox talks can also be added as and when required.

The question is not “can you be bothered?” - It’s “can you afford not to be?”

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Talk No: 1	Title: EMPLOYEE'S DUTIES
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Introduction: Under Health and Safety legislation all have duties, including employees. You cannot comply with your duties unless you understand them, and a safe working environment cannot be properly maintained without employee co-operation.

Main points:

There are three main employee responsibilities:

- To co-operate with employers to help them comply with their legal duties, i.e. following safety procedures, site rules, etc.
- Not to interfere with or misuse anything provided for health and safety, i.e. discharging fire extinguishers, wilful abuse of PPE, etc.
- To safeguard your own safety and that of others, including the public, who may be affected by your actions, i.e. by reporting or eliminating any hazards seen.

Discussion points:

- Importantly these duties are not confined to your specific activity or area, but to all site activities.
- Do not hesitate to tackle colleagues, or report to line management, wherever any unsafe activity, procedure or equipment is seen or suspected.
- Employ the "buddy buddy" system and look after your workmates as well as yourself.
- Site managers/supervisor can only cover a limited area – employee awareness and Assistance is vital if site health and safety is to be effectively maintained.
- Employees are the likeliest to be injured.
- These duties include the wearing of provided PPE.
- "Duty of Care"-The responsibility or the legal obligation of a person to avoid acts or omissions (which can be reasonably foreseen) to be likely to cause harm to others.

SAFETY IS EVERYONE'S BUSINESS – ESPECIALLY YOURS!

Notes:

Talk No: 2	Title: SITE HOUSEKEEPING
Introduction: The Health and Safety Regulations require that sites be maintained in good order. Poor housekeeping is a common, but easily preventable, cause of accidents.	
Main points: <ul style="list-style-type: none">- There should be a place for everything, and everything should be in its place.- Do not rely on others to clean up – they won't.- Put tools away when not in use, as well as reducing a trip hazard it will keep them safe.- If working with oils/lubricants, then have some means of cleaning up any spillages at hand.- Suspend power/light cables where practicable. Where not practicable avoid trailing them across walkways if possible.	
Discussion points: <ul style="list-style-type: none">- Remove all nails from dismantled/unused timber – where not possible then hammer flat.- Stack both stores and waste neatly – ensure that walkways/escape routes are not obstructed.- Clean up waste as it is created; small waste can be bagged, larger waste stacked and then skipped as soon as is practicable.- Use racks when storing tools and equipment. Where pallets are used then do not stack too high.- If working at height then loose objects must not be left on walkways, platforms, etc. where they could fall and injure persons below.- Beware muddy sites - these will greatly increase risk of slips. Keep footwear as clean as is reasonably practicable; ensure loose mud is removed prior to climbing ladders, etc.- Try and allocate a set period each day to general housekeeping (possibly at the end of the day?) <p style="text-align: center;">IF YOU THINK AND ACT SAFELY, THE NEXT LIFE YOU SAVE COULD BE YOURS!</p>	
Notes:	

Talk No: 3

Title: PPE

Introduction: Personal Protective Equipment (PPE) is all equipment (including clothing providing protection against the weather) which is intended to be worn or held by people at work and which protects them against one or more risks to their health and/or safety.

Main points:

- Wear head protection - Impact from falling or flying objects, risk of head bumping, hair getting tangled in machinery, chemical drips or splash, climate or temperature
- Wear safety shoes/boots - wet, hot and cold conditions, slipping, cuts and punctures, falling objects, heavy loads, chemical splash.
- Wear gloves - abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, radiation, vibration, biological agents and prolonged immersion in water
- Wear hi-visibility clothing/vests – be seen.
- Wear eye protection - chemical splash, dust, projectiles, gas and vapour, radiation
- Wear ear protection - a combination of sound level and duration of exposure, very high-level sounds are a hazard even with short duration.
- Dust Masks - dusts, gases and vapours

Discussion points:

- Skin cancer is deadly – keep skin covered when working in sunny conditions.
- Avoid exposed skin when working with substances such as cement, insulation, etc.
- If clothing you are wearing becomes contaminated then remove it and get it washed.
- If working with hazardous substances consider use of suitable coveralls.
- Wear any PPE provided, and look after it so that it can look after you.
- Consider fire hazards: cotton burns easier than wool; is fire retardant clothing required?
- Jewellery, including rings, chains, etc. can be hazardous near machinery and when working on plant – consider taking off or taping up (also reduces wear and tear).
- Always dress properly, even for short jobs, and be prepared to swap or add clothing as required for specific tasks.



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

Talk No: 4	Title: EYE PROTECTION
Introduction: It only takes a small fragment or splinter to cause irreparable damage to the eye, but most risks can be significantly reduced, if not eliminated, by simply wearing suitable eye protection.	
Main points: <ul style="list-style-type: none">– You have a legal obligation to use eye protection provided in accordance with the regulations, and you should never enter an area where eye protection is required unless wearing such.– Ensure eye protection provided fits you comfortably and is suitable for the job.– Look after any eye protection provided. Keep them clean and report any damaged, lost or unserviceable eye protection immediately. Discussion points: <ul style="list-style-type: none">– Even if not carrying out a task with an obvious eye hazard, you may be at risk from others nearby.– Always have your eye protection with you and if any doubt – wear it!– Eye protection only works when worn over the eyes – it is useless worn over the head or around the neck.– Never watch any welding processes unless wearing suitable eye protection.– Should you get something in your eye, or receive any sort of eye injury, then get a trained first aider to look at it.– Always consider eye protection when compressed air, hazardous substances, cartridge- fired tools, power tools, power washers, hand tools such as chisels, etc, are in use. <p style="text-align: center;">EYE PROTECTION IS REPLACEABLE – EYES ARE NOT!</p>	
Notes:	

Talk No: 5	Title: EAR PROTECTION
<p>Introduction: Noise induced hearing loss is the most common occupational health hazard there is, and it is incurable. Once you're deaf, you stay deaf.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> - Compressors, circular saws, breakers, etc, can all damage your hearing. - You do not have to be using noisy equipment to be affected by it, just be in the vicinity. - If you have to shout to be heard, then the noise level can be regarded as high enough to warrant the wearing of ear protection. <p>Discussion points:</p> <ul style="list-style-type: none"> - Wear ear protection at all times when exposed to a noise hazard (obey noise hazard warning signs). - Wear proper ear protection and wear it properly (i.e. cotton wool is no good for ear protection and ear muffs are no good worn over a balaclava). - If ear plugs are used ensure they are a good fit, are fitted properly, and are kept clean. - Use disposable ear plugs only the once. - Keep reusable ear plugs clean. - Ear muffs must be a good fit, particularly where the seal fits the head, and must be worn the correct way around. - Ensure hands are clean when handling all types of ear protection, and store ear protection in a clean environment. - Do not alter pressure of ear defenders by bending the band. - Report any damaged, lost or unserviceable ear protection immediately. - Consider options for reducing noise in the workplace, i.e. turn off unused machinery, keep cement mixer and compressor covers closed, ensure air lines do not leak, fit mufflers to tools where applicable, move noise source away, shield noise source, etc. <p style="text-align: center;">YOU COULD PAY THE PRICE FOR GETTING IT WRONG FOR THE REST OF YOUR LIFE!</p>	
<p>Notes:</p>	

Talk No: 6	Title: SKIN PROTECTION
<p>Introduction: Occupational dermatitis is a common health problem within the maintenance industry. Potential causes include cement, paints, varnishes, brick, stone and plaster dust, mineral oils, organic solvents, thinners, petrol, and white spirit, cleaning chemicals to name but a few.</p> <p>It most commonly affects the hands, forearms and legs, but in dust, mist and/or fume form it can also affect the face, neck or chest, etc, (any exposed area of the body). Some types of dermatitis, if untreated, can result in cancer.</p>	
<p>Main points:</p> <ul style="list-style-type: none">– Look for the hazard warning signs on substance containers.– Avoid contact with potential causes so far as is reasonably practicable, where contact is unavoidable wear suitable PPE.– Report any rashes, warts and/or skin complaints to the site manager, nurse or family doctor as soon as possible. <p>Discussion points:</p> <ul style="list-style-type: none">– Get first aid for any cuts and grazes and keep them covered.– Keep your workplace clean.– Keep your skin clean and use after wash cream.– Use barrier creams where appropriate.– Don't use abrasives or solvents to clean your skin.– Don't wear contaminated clothes next to your skin.– Don't let synthetic resins or glue harden on your skin.– Don't work with irritant/allergic substances if you suffer from eczema or allergic rashes.– Regularly inspect your skin for any possible signs – if in any doubt seek advice from a professional. <p style="text-align: center;">THE PURPOSE OF THE SKIN IS TO KEEP THE OUTSIDE OUT AND THE INSIDE IN</p>	
<p>Notes:</p>	

Talk No: 7	Title: SUBSTANCE ABUSE
<p>Introduction: Substance abuse includes alcohol and/or drugs. In a high-risk industry, such as ours, drink/drugs and work don't mix; both impact on brain function reducing levels of awareness and alertness, and slowing down reaction times.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – If you are suspected of being under the influence of drink or drugs at work you will sent off site and face the possibility of disciplinary action. – Ultimately you could lose your job, and a reputation of having a drink/drug problem could make finding other employment difficult. – Those under the influence of drink or drugs are not only a risk to themselves but to every employee on site – do not let them put you at risk. <p>Discussion points:</p> <ul style="list-style-type: none"> – Don't get drunk the night before and expect to work safely on site the next day. Alcohol takes time to work its way out of the system. As a rough guide a single unit of alcohol (a single spirit or glass of wine, or ½ a pint of beer) will take one hour to leave your body. – Be aware of the signs of drug use which include watery eyes, pin-point or dilated pupils, running nose, constant sniffing, tight lips, sores, ulcers, trembling, fatigue and irritability. If you see such signs, then report it and help eliminate a serious risk – ignore it and it could be you that gets hurt! – Be aware of prescribed drugs as well as illegal drugs. Some prescribed drugs can cause drowsiness, etc. – be responsible. If you are on prescribed drugs advise your site manager. – Confine your drinking to social occasions where there is suitable recovery time, and if offered drugs just say “no!”. As well as creating a risk in the workplace, drink and drug abuse will damage your body. <p style="text-align: center;">35% OF ALL FATAL ACCIDENTS ARE RELATED TO DRINK/DRUG ABUSE – DON'T BECOME A STATISTIC!</p>	
<p>Notes:</p>	

Talk No: 8	Title: WORKING AT HEIGHTS
Introduction: Falling from height is the major cause of fatalities in the construction industry. More than half of falls from a height of over 2 metres result in death or serious injury. All such deaths and serious injuries are preventable.	
Main points: <ul style="list-style-type: none">– Can work at height be avoided and the risk eliminated?– Plan work at height to include safe access/egress, edge protection (for people and materials), PPE and suitable training as applicable.– Any work above 2m requires guard-rails, intermediate guard-rails and toe-boards to be fitted.– Where impracticable to fit guard-rails, intermediate guard-rails and toe-boards (short duration) then personal suspension equipment/fall arrest equipment must be utilised as required. Discussion points: <ul style="list-style-type: none">– If roof work is involved identify any fragile areas and/or openings and implement suitable protective precautions.– Access ladders must be secured and extend sufficiently beyond working platforms to allow for safe access/egress.– Where access ladders run for more than 9m then suitable intermediate platforms must be provided.– Consider weather conditions – wet, windy and/or icy conditions can have a serious impact on safety at height.– Ensure operatives are suitably trained and physically capable for tasks being undertaken.– If guard-rails, fragile surface covers, void protections, etc, are removed for any reason then they must be replaced as soon as possible, and in the interim, should be physically guarded.– Use crawling boards/roof ladders where applicable. <p style="text-align: center;">IT'S NOT THE FALLING THAT HURTS – IT'S THE LANDING!</p>	
Notes:	

Talk No: 9	Title: SCAFFOLDING
<p>Introduction: Falls of both persons and objects from scaffolding are a major cause of accidents in the construction industry, and in some cases the scaffold itself falls! All of them are preventable.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Scaffolding must be planned according to requirements including loads, platforms, safe passage, access/egress, etc. – Scaffolding should only be erected, adjusted and dismantled by, or under the supervision of, a competent (properly trained) person. – Scaffolding must be maintained and this is the responsibility of all employees. Do not tamper with scaffolding and report any faults or concerns immediately. <p>Discussion points:</p> <ul style="list-style-type: none"> – Safe access/egress must be provided, which will normally comprise ladders. These must be secured and extend sufficiently beyond platforms for safe mounting/dismounting. On no account, should employees be climbing scaffold. – Scaffold platforms must be fully planked out where practicable, and should provide a passage for people of at least 600mm in width. – Where stores are stacked on scaffold platforms then consider load weights, ensure 600mm passage is maintained, do not stack materials too high, and stack near standards as opposed to centre of bays. – Over 2m in height then guard-rails, intermediate guard-rails and toe-boards are required. – Where guard-rails are removed to facilitate loading they must be replaced immediately – consider purpose-built loading bays. – Scaffolding must be suitably tied to structures. On no account remove ties – get a scaffolder to do it. – Do not use incomplete or unsafe scaffolding – report it and get it signposted prohibiting use. – Scaffolding should be formally inspected after initial erection, after significant alteration, after any destabilising event, and at least once every 7 days. The findings should be recorded. <p style="text-align: center;">A HANGMANS NOOSE IS SUPPORTED BY A SCAFFOLD – ENSURE YOUR SCAFFOLDING ISN'T AS LETHAL!</p>	
<p>Notes:</p>	

Talk No: 10	Title: MOBILE TOWER SCAFFOLDS
<p>Introduction: Mobile tower scaffolds provide a very useful and efficient working platform for numerous tasks when used properly. When misused, they provide a means of serious injury to both users and other employees.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Plan use of mobile tower scaffolds. Ensure SWL’s are sufficient, that manufacturers guidelines are complied with, and that a competent person is available to erect, adjust and dismantle. – Check all mobile tower scaffolds prior to use; check general condition, check brakes/locking devices are working, check free rotation of wheels, check all bracings are in place, check for suitable access/egress and for suitable platform. – Where height exceeds 2m then guard-rails, intermediate guard-rails and toe-boards must be fitted (note this is a minimum requirement – recommended that they be fitted regardless of height). <p>Discussion points:</p> <ul style="list-style-type: none"> – Check manufacturers guide for base to height ratio. General rule is that the height should not exceed 3 times the narrowest base width, i.e. where narrowest base width equals 1.5m, height should not exceed 4.5m. (Note: this can be extended by use of outriggers.) – Mobile tower scaffolds should only be used on level, firm surfaces. If surface is soft or not level, then should only be used where adequate support is provided. – Wheels should be locked whenever the tower is in use. – Only integral ladders should be used – on no account rest ladders against outside, or use ladders off of mobile tower platforms. – Ensure all persons and materials are removed from mobile tower scaffolds prior to moving, move by pushing at the base, avoid potholes/uneven surfaces, and beware of overhead obstructions – especially power lines! – Mobile tower platforms should be fully boarded out where practicable - must be a minimum of 600mm wide. – Consider tying the tower to structures where applicable. <p style="text-align: center;">MOBILE TOWER SCAFFOLDS ARE AN ASSET – NOT A SHORTCUT. NO JOB IS SO URGENT THAT IT CAN’T BE DONE SAFELY!</p>	
<p>Notes:</p>	

Talk No: 11	Title: LADDER USE
<p>Introduction: Ladders are one of the most used, and abused, pieces of equipment on a construction site. When abused and misused, they have enormous potential to cause accidents and injuries.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Ladders are essentially a means of access/egress and should only be used as working platforms for very short duration tasks, where alternative platforms would be impracticable, and where such tasks can be carried out safely using a ladder. – Only industrial class ladders should be used, which are in good condition (no missing/broken rungs, split stiles, etc.). – Ladders must be suitable angled (1 unit out for every 4 units up) and suitably secured (preferably tied off at the top using both stiles to prevent both sideways slip and rotation). <p>Discussion points:</p> <ul style="list-style-type: none"> – Ladders must extend sufficiently beyond working platforms to allow for safe access/egress. – Ladders must not be painted (this hides defects), should be stored correctly, and be subject to regular inspection. – Never take serviceability for granted, always carry out a visual check prior to use. Report any defects immediately. – Never carry out homemade repairs on a ladder, and never use a ladder with existing homemade repairs, and never use a homemade ladder! – Always stand ladders on a firm base. Never use milk crates, oil drums, etc., to gain extra height, and if ground is soft use suitable support. Consider staking at bottom. – Never use rungs as a support for planks, or rest rungs on planks. – Remove excessive mud, grease, etc., from footwear prior to climbing/descending a ladder. – Always use both hands to climb/descend, and face the ladder. – Do not carry loads up ladders – use hoists or alternatives. – Never over reach from ladders – get down and move them. – Avoid using metal ladders against metal surfaces – the reduced friction makes them more liable to slipping. – Beware of overhead obstructions, especially overhead power lines (metal ladders/metal reinforcements). <p style="text-align: center;">SILLY PEOPLE TAKE CHANCES – SENSIBLE PEOPLE TAKE PRECAUTIONS</p>	
<p>Notes:</p>	

Talk No: 12	Title: WORKING PLATFORMS
<p>Introduction: Working platforms can comprise of almost anything used to achieve your task. Primary examples include trestle platforms and stepladders, both of which are potentially hazardous if not used properly and safely.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Trestle platforms, stepladders, etc, should generally only be used for light, short-term work. Consider alternatives if this description doesn't apply. – Only equipment designed for use as working platforms should be used as such, makeshift platforms are generally unsafe and unnecessary. – The minimum width of any working platform should be 600mm. – Where 2m in height is reached then guard-rails, intermediate guard-rails and toe-boards must be fitted. <p>Discussion points:</p> <ul style="list-style-type: none"> – Ensure the surface upon which a working platform is to be erected is suitable, i.e. level and firm. – Consider access to the working platform. – Never "piggy back" trestle platforms. – Only case hardened pins should be used in trestle bearers – not nails, brick ties, etc. – Never balance trestles, stepladders etc, on breeze blocks, oil drums etc, to gain extra height. – Do not use trestles, stepladders etc, on scaffolding, tower scaffolds etc, to gain extra height. – When using, stepladders check the rungs, stiles, hinges, and restraining ropes/chains prior to use – if defective then take out of service and report it. – Stepladder rungs must not be used to support boards and create working platforms. – Do not over reach when working from stepladders – get down and move them! – Never use working platforms such as stepladders and trestles near to exposed leading edges, voids, risers, lift shafts, etc. – Do not work more than two thirds of the way up a stepladder (remember handholds), and ensure they are fully extended prior to mounting. <p style="text-align: center;">CATS MAY HAVE NINE LIVES – YOU HAVE ONLY ONE!</p>	
<p>Notes:</p>	

Talk No: 13	Title: ROOF WORK
<p>Introduction: Roof work is inherently hazardous and results in a significant number of serious accidents every year. Don't become a statistic.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Is it necessary to actually go on the roof? Are there alternatives such as tower scaffolds, mobile elevated work platforms (MEWPs), etc.? – A risk assessment should be carried out for every roof to be worked on. – Only suitably trained operatives should be permitted to work on roofs. <p>Discussion points:</p> <ul style="list-style-type: none"> – A safe method of work must be agreed prior to any roof work commencing. – Consider methods of access/egress – these must be safe. – Suitable and sufficient edge protection must be provided to prevent falls of both persons and materials (scaffolding, guard-rails, etc.) – physical protection! – Hazard tape, rope etc., can only be used where employees are not going to go within 2m of a leading edge, opening, etc. – Identify all openings and securely guard or cover them. – Suitable crawling boards and roof ladders must be provided for sloping and/or fragile roofs (unless suitable battening is to be used). – Where crawling boards are to be used for access/egress or used near leading edges/openings then guard-rails, intermediate guard-rails and toe-boards must be fitted. – Where it is impractical to provide edge protection then safety harnesses must be worn and suitable anchor points utilised. – Always consider the weather – wet, windy and/or icy conditions can seriously impact on roof work. – Consider how you are going to get stores up (hoists, etc) and waste down (rubbish chutes, etc.). – Consider recovery procedures in the event of an accident, i.e. a person hanging from a safety line, getting a casualty down from the roof etc. <p style="text-align: center;">PREVENTING AN ACCIDENT IS ALWAYS POSSIBLE – REPAIRING A BROKEN BODY ISN'T!</p>	
<p>Notes:</p>	

Talk No: 14	Title: USE OF HOISTS
Introduction: Hoists are an excellent accessory when used properly. If misused, they can be extremely dangerous.	
Main points: <ul style="list-style-type: none">– The erection, alteration and dismantling of hoists should be carried out only by suitably trained and qualified personnel.– Hoists must be clearly marked denoting whether they are for personnel or materials use, or for both, and with the Safe Working Load (SWL).– Hoists should be operated only by suitably trained and competent personnel.	
Discussion points <ul style="list-style-type: none">– Hoist towers must be suitably tied to the hoist structure.– Passenger hoists must be fitted with interlocking gates at each landing space, and all gates must be kept closed when the hoist is in operation.– Hoist design and construction should prevent the fall of any materials from any platform or cage.– Hoists must be fitted with a braking device that operates in the event of a lifting gear failure.– Such braking devices must be re-tested following any significant adjustment or alteration to the hoist.– Personnel must never travel in hoists designed for material loads, and material loads must never exceed SWL's.– Hoists must be subject to periodic thorough examinations by competent persons (in the case of personnel hoists this is at least every 6 months).– A system of local interim inspections should also be carried out on a regular basis (weekly?) and the results recorded.– Hoists must be suitably secured when not in use to prevent unauthorised use. <p style="text-align: center;">IF YOU THINK SAFETY RULES ARE A PAIN – CONSIDER THE PAIN OF AN ACCIDENT!</p>	
Notes:	

Talk No: 15	Title: MOBILE ELEVATED WORK PLATFORMS
<p>Introduction: Mobile Elevated Work Platforms (MEWP's) are useful pieces of plant when used properly. However, they combine height with mobility and can be extremely dangerous if misused.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> - Ensure the correct MEWP is selected for the task (ground, height, SWL, etc.). - Only suitably trained operators can use MEWP's (must be trained for that specific item of plant). - Continually monitor weather conditions. <p>Discussion points:</p> <ul style="list-style-type: none"> - Assess ground conditions (uneven surface could result in MEWP overturning). - Check for overhead obstructions (especially overhead power lines) remembering height MEWP can be extended to. - Beware of collision with other vehicles, plant, equipment, scaffold etc., be particularly aware when using near public footpaths and streets. Remember to allow for boom, arcs etc. - Always check that the plant is stable prior to use, deploy stabilisers, outriggers etc., as required. - Any tools, materials etc, taken on board must be secured so far as is reasonably practicable to ensure they don't fall from the edge. - It is recommended that operators employ safety harnesses as secondary protection. - Never exceed Safe Working Loads. - When manoeuvring in tight areas or near public rights of way ensure a banksman/signaller is deployed. - Consider refuelling options (LPG, Diesel, etc). Refuelling should take place in the open air where practicable, and the engine must be switched off. - Any diesel spillages, etc, should be cleaned up immediately. - MEWP's must be subject to thorough examinations at least once every six months, and should be subject to regular local inspections (weekly?) the findings of which should be recorded. <p style="text-align: center;">EVERY ACCIDENT IS OWNED BY SOMEONE SOMEWHERE</p>	
<p>Notes:</p>	

Talk No: 16	Title: USE OF ELECTRICITY
<p>Introduction: Electricity is silent, invisible, and potentially fatal, so it deserves the utmost respect. Never ever take electricity for granted, and never assume a circuit is dead.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – The lowest practical voltage should be used on sites, which should not exceed 110v. – Only suitable and authorised electrical supplies and equipment should be used, which should be installed and maintained by trained electricians. – Suitable protection such as circuit breakers, fuses, and residual current devices, must always be used, along with the correct load ratings. <p>Discussion points:</p> <ul style="list-style-type: none"> – Electrical cables should be suspended where practicable to avoid damage and damp <ul style="list-style-type: none"> ○ which also reduces a trip hazard. – Carry out visual checks of plugs, sockets and cables – if any damage is identified then remove from service and report immediately. – Any cable joins must utilise proper connector blocks, not just insulating tape. – Never use lighting sockets to power equipment. – Ensure cables are long enough for the task – they should not be pulled taut. – The inner insulation of cables should never be visible – the outer insulation should extend into plugs and equipment and fully utilise cable grips. – Blown fuses should be replaced immediately – never make do with a “bodge” (note: if a replaced fuse immediately blows again then it is indicative of a problem requiring the attention of an electrician). – For electrical maintenance work ensure the mains supply is disconnected. – Never overload electrical sockets – one plug per socket! – Where “emergency stop” switches are present ensure they are tested regularly. <p style="text-align: center;">LIVE ELECTRICITY CAN EQUAL A DEAD PERSON – ENSURE IT ISN'T YOU OR YOUR MATES!</p>	
<p>Notes:</p>	

Talk No: 17	Title: PORTABLE ELECTRICAL APPLIANCES
Introduction: Electrical appliances used on site are subject to harsh treatment and can easily become worn and/or damaged. They can then become lethal.	
Main points: <ul style="list-style-type: none">– All portable electrical appliances should be subject to regular inspection and maintenance by a competent person (electrician).– They must only be used at the correct voltages– Visual checks of cables, casings and plugs should be carried out prior to use. If any damage is identified then remove from service and report immediately. Discussion points: <ul style="list-style-type: none">– Check that suitable protection devices such as fuses, circuit breakers and residual current devices are in place, and that any fuses have the correct load ratings.– Only use portable electrical appliances for the purpose for which they were designed.– Ensure switches are working properly at the earliest opportunity (prior to starting the task).– Disconnect power tools when not in use.– All power tools must be properly earthed unless it is an approved type that does not require earthing.– Use of portable electrical appliances will often require wearing of suitable PPE such as eye and/or ear protection – ensure you wear them as required.– Never connect portable power tools to lighting sockets.– Never use blunt, worn or damaged bits and accessories. <p style="text-align: center;">IT'S TOO LATE TO CARRY OUT BASIC CHECKS AFTER AN ACCIDENT!</p>	
Notes:	

Talk No: 18	Title: USE OF EXTENSION LEADS & TRANSFORMERS
<p>Introduction: Fire incident history has shown that a large proportion of structure fires are caused by extension leads that have been either damaged or overloaded, they also pose slips, trips and falls hazards</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – The lowest practical voltage extension lead should be used and for power tools should not exceed 110v – Only safety isolating transformers should be used. – Leads of minimum length should be used. – Transformer and leads should have thermal cut-outs. <p>Discussion points:</p> <ul style="list-style-type: none"> – Use extension leads only when necessary and only on a temporary basis, do not use extension leads in place of permanent wiring. – Always fully un-reel extension leads when using on equipment, using a lead that is coiled could result in the lead overheating and causing a fire. – Use a transformer rated above the power of the equipment that is connected to it. – Use extension leads that are the correct size or rating for the equipment in use, the diameter of the extension leads should be the same or greater than the lead of the equipment in use. – Only use leads rated for outdoor use when using a lead externally. – Do not run extension leads above ceiling tiles, through walls or across traffic routes. – Keep leads away from areas where they may be damaged and areas where they may pose a tripping or fire hazard (e.g. doorways, walkways, under carpet, etc.). – Always inspect a lead prior to use to ensure the insulation isn't cut or damaged, discard damaged leads, leads that become hot, or with exposed wiring. – Never unplug an extension lead by pulling on the lead; pull on the plug. – Extension leads must be regularly PAT tested and in date. – Never join extension leads to make them longer. <p style="text-align: center;">EXTENSION LEADS CAUSE FIRES</p>	
<p>Notes:</p>	

Talk No: 19	Title: MANUAL HANDLING
<p>Introduction: Manual handling is unavoidable, thus it is essential that it is carried out correctly to avoid both immediate and long term injuries.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – The primary aim is to eliminate manual handling so far as is reasonably practicable (i.e. use mechanical handling). – Where manual handling must be carried out then it must be assessed, and correct procedures must be used. – Plan deliveries and storage to take into account load sizes, locations and distribution. <p>Discussion points:</p> <ul style="list-style-type: none"> – Assess all loads: are they heavy, bulky, unstable, difficult to grasp, sharp etc? Size up the load and, if necessary, make a trial lift by rocking it from side to side and then lifting it a few inches. – Can you handle the load yourself or do you need assistance? – Wear suitable clothing and PPE such as gloves and safety boots to protect against cuts, crushed toes etc. – Is there sufficient space, suitable lighting and a clear route to where you are taking the load? – Do not carry a load that will obscure your vision. – If necessary, move loads in stages. <p>Always use a good handling technique:</p> <ol style="list-style-type: none"> 1) Stand reasonably close to the load, feet hip width apart with one foot slightly forward pointing in the direction you're going. 2) Bend your knees whilst keeping your back straight. 3) Get a secure grip on the load. 4) Breathe in before commencing the lift. 5) Carry out the lift smoothly using the legs to take the strain, keeping the back straight, chin up, and arms close to the body. 6) Step off in the direction the advanced foot is pointing, keeping the load close to the body. 7) If necessary, stop for rests en-route. 8) Avoid any jerky or twisting movements. <p>GET IT WRONG TODAY AND YOU COULD SUFFER THE CONSEQUENCES TOMORROW – AND POTENTIALLY FOR THE REST OF YOUR LIFE!</p>	
<p>Notes:</p>	

Talk No: 20	Title: SAFE STACKING ON SITE
<p>Introduction: Unsafe stacking can cause injuries as a result of collapse, or when materials have to be collected from stacks. In contrast, safe stacking not only reduces risk, but also enhances site efficiency.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Only stack materials in designated areas ensuring that escape routes, doorways etc, are not obstructed. – Stack on level, firm surfaces, use packing where appropriate, and never stack materials higher than three times the base width. – Make sure you wear suitable protective clothing such as gloves and safety boots, and use handling accessories as appropriate. <p>Discussion points:</p> <ul style="list-style-type: none"> – Use machinery where possible eliminating the need for manual handling. Where manual handling is unavoidable, carry out an assessment. – Stack small equipment in racks. – Do not stack pipes in pyramids – they are not sufficiently stable. – Electrical coils must be laid flat so they cannot roll. – Small sized timbers should be stacked in racks. – Bearers should be used for larger timbers and joists – use cross packing to keep level. – Plywood panels should be stacked flat or in suitable racks – they should never be leant against temporary structures, parts of buildings, or where the wind could affect them. – Store palleted materials on level surfaces and ensure heights are controlled – If banding is damaged or materials are displaced, then do not stack other materials on top where necessary make lower stacks safe. <p style="text-align: center;">YOU WERE BORN WITH TWO ARMS, TWO HANDS, TWO LEGS AND TWO FEET – LET’S KEEP IT THAT WAY</p>	
<p>Notes:</p>	

Talk No: 21	Title: USE OF CARTRIDGE OPERATED TOOLS
<p>Introduction: Cartridge operated tools are potentially lethal if misused and should always be treated with respect.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Cartridge operated tools, including nail guns, should only be used by properly trained persons (those issued with a certificate of authority). – Read and understand the manufacturer’s instructions prior to use and comply with them at all times. – Before handling a gun, and before putting it away, ensure it is not loaded. <p>Discussion points:</p> <ul style="list-style-type: none"> – Always load with barrel pointing in safe direction (away from you and not at anyone else). – Never walk around on site with a loaded tool/gun. – Never place your hand over the end of the barrel. – Ensure cartridges are suitable for material being fired into (no too powerful) – consider a test fire. – Beware of voids in material being fired into and allow at least 75mm (3”) from edges of concrete or brickwork. – Always hold gun/tool at right angles to material being fired into – ensure splinter guard is resting on surface. – Always wear suitable PPE (eye protection and ear defenders as a minimum). – In the event of a misfire wait one minute and try again. If still a misfire, then wait a further minute prior to unloading. – Keep guns/tools well maintained and clean – never leave a gun loaded. – Cartridges are explosives and must be strictly controlled (kept under lock and key, restrict issue, account for fired cartridges and ensure unfired cartridges are returned). <p style="text-align: center;">IT’S TOO LATE TO PLAN FOR SAFETY AFTER THE ACCIDENT HAS HAPPENED!</p>	
<p>Notes:</p>	

Talk No: 22	Title: USE OF HAND TOOLS
<p>Introduction: Misuse and poor maintenance of hand tools result in countless injuries every year. Whilst many may be considered “minor” - all are avoidable by complying with relatively simple procedures.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Only ever use the right tool for the job. – Maintain all tools in a serviceable condition – if unserviceable either repair or replace. – Control/protect tools with obvious risks (Stanley knives, etc). <p>Discussion points:</p> <ul style="list-style-type: none"> – Use correct size spanners/sockets for nuts – if using adjustable, be extra cautious as these are more prone to slipping. – Always keep hands behind cutting edges when working. – Grind down mushroomed heads of chisels, punches, etc to prevent splinters flying off. – Do not use screwdrivers as chisels – handles splinter. – Replace split or damaged wooden handles – do not tape or wire up. – Regularly check hammer heads, etc for security of fixings. – All files should be fitted with suitable wooden handles. – Where necessary use specialist tools (insulated screwdrivers on electrics). – Protect sharp edges/points of tools. – Keep tools in toolboxes or racks when not in use. – Where applicable ensure suitable PPE is worn (eye protection, gloves, etc). <p style="text-align: center;">MINOR ACCIDENTS CAN RESULT IN MAJOR INJURIES (A SPLINTER FROM A CHISEL HEAD CAN BLIND YOU!)</p>	
<p>Notes:</p>	

Talk No: 23	Title: FIRE SAFETY
<p>Introduction: Fire is a major risk both to persons and to property. You can either help prevent fires, or you can help start/allow them.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Ensure you are aware of the fire drill including the means of raising the alarm, escape routes, and the assembly point. – Ensure you know where the nearest fire point is, what types of fire extinguisher are there, what types of fire they can be used on, and how they should be used (never put yourself at risk!) – Never obstruct any fire points, fire doors or escape routes. <p>Discussion points:</p> <ul style="list-style-type: none"> – Never misuse or tamper with anything provided for fire prevention or fighting (never discharge fire extinguishers during horseplay). – Don't hang clothing/materials over or near heating equipment. – Control rubbish – don't let paper, rags, etc, accumulate. – Store flammable liquids in suitable containers – well away from any sources of ignition, keep lids on containers when not in use. – Control smoking – use designated areas if necessary. – Don't overload electrical sockets – one plug per socket! – If electrical equipment is not in use, then switch off at the mains – Soldering irons, gas burners, etc., must be placed on non-combustible stands. – Carry out residual heat checks 60-90 minutes after any hot work has been carried out. – Always have a fire extinguisher within arm's reach when carrying out hot work. – Obtain hot working permits where applicable. <p style="text-align: center;">FIRE DESTROYS PEOPLE AND PROPERTY – SAFE PEOPLE PREVENT FIRES</p>	
<p>Notes:</p>	

Talk No: 24	Title: WASTE HANDLING
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Introduction: Waste is legally defined as anything which is generated by working processes or left over from input materials. It doesn't matter if it will be re-used or re-cycled by others.

Main points:
 Everyone has a part to play in ensuring that ABM Group UK meets its statutory duty of care with regards to waste management:

- Preventing others from depositing, storing, treating or otherwise depositing of waste without a license.
- Prevent waste from escaping.
- Ensure waste is only transferred to an authorised person.
- Issue transfer notes.

Discussion points:
 Waste handling represents, typically, three key hazards:

- 1) **MANUAL HANDLING:** Those responsible for gathering up the waste and transporting it to central collection points are exposed to hazards associated with the bulk of that which they are moving, correct lifting principles should be adopted at all times.
- 2) **FIRE:** Waste as it accumulates, from waste paper bins to waste disposal skips typically found on commercial and retail sites, represents a fire hazard, waste areas should be monitored and reported if bins or skips begin to get over full.
- 3) **CONTAMINATION:** Some types of waste, including food debris and materials generated during first aid treatment are potential sources of personal contamination.
 - Extra care should be taken when working with wastes that may contain sharp materials, i.e. syringes, knives, forks, broken glass etc.
 - Consider additional personal protective equipment, i.e. Kevlar gloves when handling contaminated waste
 -

HAZARDOUS WASTE MATERIALS
 Such as large numbers of fluorescent tubes, clinical waste and toxic waste should be segregated and safely held until collected by a specialist waste contractor.

TAKE ADDITIONAL CARE WHEN SORTING THROUGH WASTE

Notes:

Talk No: 25	Title: SPILLAGE RESPONSE
<p>Introduction: Spillage's statistically account for the greatest harm to the environment. There are many precautions that can be taken to avoid spillages.</p>	
<p>Main points:</p> <p>MAJOR = Cannot be controlled; pollution has entered, or could enter a drain or watercourse. Report to foreman/supervisor immediately, who in turn should report the incident to the Environment Agency and complete an Environmental Incident report.</p> <p>MINOR = Can be controlled; pollution has not entered, and cannot enter a drain or watercourse. Spillage should be cleaned up immediately using the appropriate materials e.g. spill kits etc.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> - STOP = Work immediately and prevent any more material spilling e.g. right an oil drum, close a valve. Eliminate any sources of ignition, e.g. switch of engines, extinguish cigarettes. - CONTAIN = the spillage using bunds of earth, sand, drip trays etc. immediately. Check that the spillage has not reached any nearby drains/manholes, watercourses, ponds and other sensitive areas. Bund the drains/manholes to stop the spillage entering the drainage system. - NOTIFY = your line manager immediately giving the following information: <ul style="list-style-type: none"> o Whether the spillage has entered the drain/watercourse or is affecting the environment. o Material/substance involved o Location o Reason for the incident o Quantity involved - Spill kits should be available on site at locations where spills are more likely to occur e.g. refuelling points, storage areas etc. the correct medium for the spillage should be used. Careful measures must be implemented for hazardous materials and COSHH safety data sheets must be available and read before attempting to deal with hazardous materials/substances. - Disposal of spillage waste e.g. oil granules or pads should be bagged up and placed in the designated special waste skip. <p style="text-align: center;">KEEP THE WATER FLOWING – DON'T CONTAMINATE</p>	
<p>Notes:</p>	

Talk No: 26	Title: USE OF LIFTING EQUIPMENT
<p>Introduction: Unsafe lifting practices result in numerous incidents every year, including serious and sometimes fatal accidents. Remember that lifting equipment now includes plant such as forklift trucks, MEWP's, hoists, etc. as well as cranes.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – All lifting operations should be planned, and be supervised where applicable. – Lifting equipment and accessories must only be used for the purpose for which they were designed (i.e. buckets are not designed for lifting persons). – Lifting equipment and accessories must only be used by trained personnel or under strict supervision. <p>Discussion points:</p> <ul style="list-style-type: none"> – All lifting equipment must be marked with safe working loads (SWL's) which must never be exceeded. – Beware of overhead obstructions such as overhead power lines. – Use banksmen/slingers wherever applicable. – Ensure all loads are stable and secure. – Beware of weather conditions – especially wind conditions when using cranes. – Ensure load is lifted off the ground, free, and correctly slung before hoisting. – Always wear a safety helmet and hi-visibility vest. – Never stand under a suspended load, and control movement under any such loads (exclusion areas). – Use hand signals where applicable, using only approved code signals, ensuring they are clear and distinct. – Use cranes to lift and lower loads vertically – never drag loads. – If necessary attach tag lines to assist in stability. – Lifting gear should be formally checked regularly, and visually inspected for any obvious damage prior to use. – Riding on loads is strictly prohibited, as is riding in unauthorised positions on any lifting equipment. – When using forklifts, travel with the load in the lowest practicable position and don't raise it on the move. <p style="text-align: center;">MURPHY'S LAW ONLY APPLIES WHEN YOU HAVE FAILED TO PLAN PROPERLY</p>	
<p>Notes:</p>	

Talk No: 27	Title: USE OF LIFTING ACCESSORIES
<p>Introduction: Misuse and/or neglect of lifting accessories are a common cause of accidents, some of which prove fatal.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – All lifting accessories should be marked with a safe working load (SWL) which must never be exceeded (note that some rope slings may not be marked but these should be accompanied by test certificate indicating the SWL). – Only ever use the correct type of lifting accessories for the task in hand, and only ever use them in the manner intended. – Visually inspect lifting accessories prior to use for any obvious faults – if in doubt do not use. <p>Discussion points:</p> <ul style="list-style-type: none"> – Never use fibre rope or wire slings for hot loads and protect them from hot work such as welding. – Protect nylon and wire rope slings from sharp edges. – Never tie a knot in a chain sling to shorten it or join pieces together to lengthen it, and ensure there are no kinks or twists prior to use. – Don't lubricate chain slings – they then pick up abrasive materials. – Use only approved "C" type hooks or those fitted with a working safety catch. – Check splices, rings and thimbles on any slings, and check the bow and pin on any shackles (never use homemade shackles). – Land loads onto suitable bearers to avoid damaging lifting accessories and to assist in easy removal. – Ensure your hands are clear of ropes and chains before the load is taken, and stand well clear. – Ensure all lifting accessories are suitably stored when not in use – they should not be left laying on the ground where they can get damaged. <p style="text-align: center;">A CHAIN IS ONLY AS STRONG AS ITS WEAKEST LINK</p>	
<p>Notes:</p>	

Talk No: 28	Title: BANKSMEN/SLINGERS
<p>Introduction: The movement of loads around a site, whether by forklift, crane or whatever, entails an element of risk. The use of banksmen/slingers can significantly assist in controlling these risks.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Any banksmen/slingers must be competent, i.e. must have received training. – All lifting operations should be suitably planned prior to commencing. – Ensure effective communications are in place. <p>Discussion points:</p> <ul style="list-style-type: none"> – Visually inspect all lifting gear daily – if in doubt do not use. – Ensure safe working loads (SWL's) are always complied with. – Establish communications with the driver where applicable – if you can't see him then use radios (ensure radios are fully charged before the start of shifts). – When using signals then stand where you can clearly see the load, the lifting operator can clearly see you, and make your signs clear and distinct using only the approved codes. – Ensure you are aware of all relevant hazards on site including overhead power lines, excavations, etc. – Always wear a safety helmet and hi-visibility vest. – Always ensure hooks are centrally located over loads to reduce swinging when raised. – Ensure loads are lifted off the ground, are free, and are correctly slung before hoisting. – Use guide ropes to steady loads where applicable. – When a lift is in operation, then concentrate on your task, do not become distracted, and on no account, leave the area unless relieved by another competent person. – If the operator is travelling, ensure you warn the driver of obstructions, sharp corners, etc. <p style="text-align: center;">REMEMBER: PEOPLE CAUSE ACCIDENTS - NOT EQUIPMENT!</p>	
<p>Notes:</p>	

Talk No: 29	Title: USE OF ABRASIVE WHEELS
Introduction: Misuse of abrasive wheels continue to result in accidents, often because the wrong type of wheel is fitted.	
Main points: <ul style="list-style-type: none">– Wheels must only ever be fitted/replaced by a competent person.– Machine speeds must never exceed the maximum permissible speed of the wheel.– Eye and ear protection should always be worn. Discussion points: <ul style="list-style-type: none">– Don't exert heavy pressure on wheels.– Don't use the sides of wheels.– Keep fingers clear of cutting edge of wheel.– Ensure any guards are always correctly fitted and used – the minimum wheel surface required for the task should be exposed.– Be aware of other workers in the area – do not expose them to risk.– Adjust tool rests to be as close as possible to the face of the wheel.– Only reinforced discs should be used on hand held machines.– Run replacement wheels for a full minute prior to using them ensuring you stand well clear.– Always stop wheels when not in use.– Keep the face of the wheel evenly dressed.– Visually check wheels before use for any obvious faults – if in any doubt get verification. <p style="text-align: center;">PPE IS NO SUBSTITUTE FOR A SAFE SYSTEM OF WORK</p>	
Notes:	

Talk No: 30	Title: CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH
<p>Introduction: Many hazardous substances are used in the maintenance industry. Ignoring a hazardous substance today is something you may regret tomorrow.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – COSHH assessments must be carried out with the aim of elimination, substitution and reduction of exposure to hazardous substances. – Any substance that has a hazard warning label has the potential to do harm – assess the risks before you use it. – Employees must use hazardous substances as directed, following the required safety precautions, and using the required PPE as applicable. <p>Discussion points:</p> <ul style="list-style-type: none"> – Store hazardous materials in suitable containers, ensuring only as much as is needed is in the workplace, and that lids are replaced when not in use. – Read labels on containers – if no label then do not use! – Know the correct precautions and control measures. – Avoid all unnecessary contact with hazardous substances. – Know where the first aid and washing facilities are on site. – Always wash hands after use, and do not eat, drink or smoke when handling hazardous substances. – Ensure there is adequate ventilation when using hazardous substances. – Never mix hazardous substances unless you are sure of what you are doing. – Never expose other employees to fumes, dust, gas or any other dangers from hazardous substances. – Don't store hazardous substances above head height. – Always clean up any spillages, dispose of hazardous waste properly. <p style="text-align: center;">IF A DUST, FUME OR VAPOUR MAKES YOU COUGH, CATCH YOUR BREATH, OR GIVES YOU A HEADACHE THEN IT'S A SUBSTANCE HAZARDOUS TO HEALTH</p>	
<p>Notes:</p>	

Talk No: 31	Title: VIBRATION
<p>Introduction: Vibration can cause serious and disabling injuries, but many operatives are unaware of the risks. Many maintenance tools can cause vibration including breakers, percussive hand tools, rotating hand tools, riveting guns, etc.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Reduce the potential for vibration by careful selection of work equipment (i.e. use those with vibration absorbing features). – If using work equipment that causes vibration, then plan the task so that it is broken up with other activities, or rotate the task amongst several employees. – If you think you are suffering from the effects of vibration, then stop the activity immediately and speak to your supervisor. If necessary, seek medical advice. <p>Discussion points:</p> <ul style="list-style-type: none"> – Vibration can affect the whole body, but more commonly affects the hands and arms. – The first signs may simply be a tingling in the fingers, but can also result in fatigue, irritation and loss of concentration – thus increasing the general risks to safety at work. – Longer term effects can include damage to blood vessels, nerves, muscles, tendons and body organs, and potentially lead to “Vibration White Finger” (VWF). – Always wear adequate clothing to keep dry and maintain hand and body temperatures (cold is a contributory factor to VWF) – note that heavily padded gloves do not protect against vibration and can even increase vibration levels. – Always let the work equipment do the work for you. Grip the handle as lightly as possible whilst ensuring sufficient grip is maintained for safety. – Do not use blunt tools – keep tools sharp and use the right tool for the job. – Note that nicotine reduces the blood supply to hands and fingers, so if you are a smoker, you are at increased risk of VWF. <p style="text-align: center;">PREVENTING EXPOSURE IS RELATIVELY EASY – CURING VIBRATION WHITE FINGER IS NOT!</p>	
<p>Notes:</p>	

Talk No: 32	Title: HIGHLY FLAMMABLE LIQUIDS
<p>Introduction: Highly Flammable Liquids (HFL's), including petroleum based adhesives, are used extensively throughout the maintenance industry and carry with them the risk of fire, serious accidents and injury.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Always look for the hazard symbol and wording on containers. – Only ever have the minimum quantities at the place of work. Keep the remainder in suitable stores. – Always keep the lid on containers when not is immediate use, and store correctly. <p>Discussion points:</p> <ul style="list-style-type: none"> – Always follow the manufacturer's instructions. – Keep away from open flames and sources of heat (HFL's ignite at relatively low temperatures). – Do not smoke in areas where HFL's are used or stored, and do not use equipment which generates heat and/or sparks (including electrical sparks). – HFL vapours are generally heavier than air and will accumulate at ground level if they cannot disperse. Beware of drains, excavations, pits, etc, both when using and storing HFL's. – HFL vapours can also be toxic, make you drowsy, etc. Only use in well ventilated areas, or, if this is not possible, respiratory protective equipment may have to be worn. – HFL storage should comprise containers made of non-flammable material (don't forget the vapour hazards – ensure there is ventilation). – Clear up any spillage immediately and safely dispose of contaminated cleaning materials. – If inside a building, consider assisting vapour dispersal by opening windows, doors, etc. – Consider covering drains to protect against entry by substance or its vapour where necessary and practicable. <p style="text-align: center;">IF YOU IGNORE HEALTH AND SAFETY THE NEXT PERSON YOU INJURE COULD BE YOU!</p>	
<p>Notes:</p>	

Talk No: 33	Title: USE OF COMPRESSED GASES
<p>Introduction: Compressed gases, including Liquefied Petroleum Gas (LPG), are used extensively on sites and provide a valuable source of energy. Misuse, however, can result in fires, serious accidents and injuries.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Treat all cylinders as full. – Regularly inspect hoses, cylinders and valves for damage and wear and tear. – The likes of Oxy/Acetylene cylinders should only be used by competent persons. <p>Discussion points:</p> <ul style="list-style-type: none"> – Keep cylinders away from the sun, artificial heat, flammable materials, corrosive chemicals, etc. Do not smoke in vicinity. – If a cylinder catches fire, then call the fire brigade. Cool the cylinder with water spray only if safe to do so. – Always have fire extinguishers located within reasonable proximity to any hot work being carried out. Use hot work permits if appropriate. – Ensure everyone knows fire procedures including alarm signal, evacuation routes, assembly area, and correct use of fire extinguishers (including types!) – Avoid damage to cylinder valves and fittings. Don't use them as carrying aids. Open valves slowly and close sufficiently to cut off gas supply – do not use excessive force. – Always secure cylinders in upright position. Ensure all cylinders are stored so that they cannot fall or roll. – Consider manual handling of cylinders – they are heavy! Use a trolley for full size cylinders or get assistance. – Always unload cylinders from lorries, vans, etc, by lifting – not by dropping/sliding. – Transport cylinders in vehicles with good ventilation – ensure relevant signs (compressed gases) are clearly displayed on vehicles. <p style="text-align: center;">PEOPLE CAUSE ACCIDENTS – NOT EQUIPMENT! LPG AND COMPRESSED GASES ARE VALUABLE “TOOLS” – BUT CAN BE LETHAL IF NOT USED CORRECTLY</p>	
<p>Notes:</p>	

Talk No: 34	Title: LEPTOSPIROSIS (WEIL'S DISEASE)
<p>Introduction: The presence of rats on sites should be discouraged so far as is practicable, but to some extent can be unavoidable, and carries with it the risk of Weil's disease. The risk exists even where rats are no longer present, but were prior to work commencing, as the organism is carried in rats' urine.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Discourage the presence of vermin by disposing of waste food, etc, properly. – Do not handle the carcasses of dead rats, etc, found on site. – Always wash your hands and forearms using hot water and soap. If clothing is contaminated then bag it and wash it. <p>Discussion points:</p> <ul style="list-style-type: none"> – The leptospirosis organism contaminates humans by entering broken skin, or by passing through very thin linings such the eye, ear, nose, throat, anal and vaginal areas. Cover up any cuts and abrasions with waterproof dressings where there is any risk of rats. If you cut yourself whilst at work, get it treated by a doctor/nurse. – Consider the use of suitable PPE to assist in protection (i.e. coveralls). – Leptospirosis starts as a mild disease but becomes serious if left untreated, and can be fatal. – Unfortunately, the signs and symptoms are very similar to flu. If you have been exposed to the risk of leptospirosis, then advise your doctor – a simple blood test can quickly confirm either way. – The greatest risk is to those working near water, who should consider carrying a card or tag warning of risk from the disease. – Remember that if you fall into infected water, you run the risk of contamination via water getting into your nose, ears, mouth, etc. If in doubt get it checked. <p style="text-align: center;">IT CAN'T HAPPEN TO ME? YES IT CAN!</p>	
<p>Notes:</p>	

Talk No: 35	Title: GENERAL SITE PLANT AND EQUIPMENT
<p>Introduction: Site plant and equipment comes in many forms. It can be static or mobile, and can range from scrubbers to bench grinders. Whilst all such plant is beneficial to maintenance work if used correctly, it can pose a hazard if used incorrectly, and misuse can result in serious injuries.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Operators of power operated plant and equipment must be trained in its use. – All such plant and equipment must be maintained in safe working order, and subject to formal inspection where applicable. – All safety aids, such as guards, must be used. <p>Discussion points:</p> <ul style="list-style-type: none"> – Familiarise yourself, and comply with, manufacturer’s instructions. – Consider any risks to other employees nearby when using plant and equipment. – Carry out visual checks for any obvious damage/defects prior to use – if in doubt, do not use, but advise your supervisor. – Control access/use of plant and equipment – never leave unattended/unsecured. – Do not carry passengers on plant unless it is designed for such. – Consider use of banksmen when reversing, etc, always comply with site speed limits, one way routes, etc. – Consider exhaust emissions – does this need to be vented out? – Consider use of barriers/exclusion zones to protect others from risks. – Route electrical cables so that they are protected from damp and damage (suspend). – Lock off/chock wheels where applicable (mobile tower scaffolds, etc). – Ensure any warning devices (lights, audible, etc) are functioning correctly. – Ensure any safety limitations are clearly displayed (SWL’s, maximum speeds, etc). – Wear appropriate PPE where applicable. <p style="text-align: center;">PREVENTING AN ACCIDENT IS ALWAYS POSSIBLE – MENDING BROKEN LIVES AND BODIES IS NOT!</p>	
<p>Notes:</p>	

Talk No: 36	Title: SITE WELFARE
<p>Introduction: Adequate welfare provisions should be available on all sites, not just for the relative comfort of employees, but to encourage good hygiene practices and to help prevent occupational health diseases such as dermatitis.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – There should be sufficient toilets, wash basins and rest facilities on site to cater for the maximum number of employees. – All such facilities must be maintained to a reasonable standard. – Water facilities must include hot and cold or warm water for washing, and a suitable supply of drinking water that should be sign-posted where applicable. <p>Discussion points:</p> <ul style="list-style-type: none"> – Employees are as responsible as employers for maintaining welfare facilities in a reasonable condition. Leave them as you would wish to find them - do not abuse them, and inform your supervisor if they are unsatisfactory. – Washing facilities must be in reasonable proximity to toilets and to canteen areas. – Soap and drying facilities should be provided at wash basins. – Smoking is only permitted in the designated smoking areas. – If food is provided on site it must be stored, handled and prepared in a hygienic manner. – Where cookers/microwaves are provided for site use, ensure they are maintained in a reasonable and clean condition, and ensure all food is thoroughly cooked. – Dispose of waste on site carefully, especially food waste which can attract vermin. – Always wash your hands prior to eating/drinking on site. – Food and drink should only be consumed in the welfare facilities provided. – Suitable storage areas should be provided for PPE and for “street” clothes as applicable. <p style="text-align: center;">ON SITE HEALTH AND SAFETY IS THE RESPONSIBILITY OF ALL – TEAMWORK IS REQUIRED IF GOOD WELFARE FACILITIES ARE TO BE MAINTAINED.</p>	
<p>Notes:</p>	

Talk No: 37	Title: SITE SECURITY
<p>Introduction: It is important that sites are made secure in order to protect the public, who will not be as aware of the dangers of a construction site, and to protect site materials.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – The law effectively gives trespassers the right not to expect to be put at risk if they enter a construction site. This particularly applies to children. – Visitors are entitled to a safe environment and they should not be exposed to risk when on a construction site. – Site security should ensure that no-one can access the site when occupied without authorisation, and when not occupied without having to clearly commit trespass. <p>Discussion points:</p> <ul style="list-style-type: none"> – Sites should be fenced all around with recognised access points, and signs should be displayed warning that it is a construction site and that entry is prohibited. – Plant and equipment should be locked away out of sight where practicable, and disabled/secured in situ where not practicable. – Never leave keys in any plant when unattended. – Hazardous substances on site that may be readily familiar to site employees can pose a serious risk to unauthorised persons who have not encountered them before – lock them away. – Consider methods of access control based upon the scale and type of site (this may comprise a simple sign telling persons to report to the site manager, or could be a manned access point – note this may also provide a method of monitoring who is on site for emergency purposes). – Remove ladders from scaffolding, walls, etc, or board up at the end of each working day. – Whilst trespassers, including children, should be challenged and either escorted off site or introduced to the site manager, avoid putting yourself in a position where you could be accused of assault. <p style="text-align: center;">SILLY PEOPLE TAKE CHANCES – SENSIBLE PEOPLE TAKE PRECAUTIONS!</p>	
<p>Notes:</p>	

Talk No: 38	Title: DUST AND FUMES
<p>Introduction: Exposure to dust and fumes should be prevented where practicable, and must at least be controlled. Breathing in dust and fumes can have both acute and chronic effects, and can cause long-term health problems.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Dusts arise from cutting, sanding and grinding operations, and can also be found when working with old lead pipes (lead oxide dust) or stripping out fibrous insulation (a prime, and very dangerous example being asbestos). – Fumes arise from a wider source of origins including welding operations, use of hazardous substances, heating metals such as burning off old paints, etc. – The effects vary greatly, but examples of potential hazards include lung disease from silica dust as a result of cutting/scabbling concrete, cancer from cutting/sanding hardwood dust, metal fume fever from welding fumes, and lung cancer/asbestosis from exposure to asbestos, to name but a few. <p>Discussion points:</p> <ul style="list-style-type: none"> – Where practicable, plan operations/tasks to eliminate exposure to dust and fumes. – Where elimination is not practicable, then exposure to dusts and fumes must be controlled. – Use tools with dust extraction systems if possible. – Consider the use of portable extraction equipment. – Consider use of local exhaust ventilation where practicable. – As a last resort use personal protective equipment/respiratory protective equipment. – Ensure it is suitable and that you know how to use it properly, and how to maintain it. – Always remember other workers in the area – they may also require protection. <p style="text-align: center;">YOU CAN LEAVE A DUSTY PLACE ANYTIME – BUT ASTHMA LASTS FOREVER!</p>	
<p>Notes:</p>	

Talk No: 39	Title: NOISE POLLUTION
Introduction: Excessive noise levels on site represent a major hazard to site workers and can annoy neighbours. Noise causes more off-site complaints than any other topic and can rapidly sour relations.	
Main points: <ul style="list-style-type: none">- Orientation and Location - Moving the noise source away from the work area, or turning the machine around.- Enclosure - Surround the machine or other noise source with sound-absorbing material, the effect is limited unless total enclosure is achieved.- Use of Silencers - This can suppress noise generated when air, gas or steam flow in pipes or are exhausted to atmosphere.- Lagging - Can be used on pipes carrying steam or hot fluids as an alternative to enclosure.- Damping - Can be achieved by fitting proprietary damping pads, stiffening ribs or by using double skin construction techniques.	
Discussion points: <ul style="list-style-type: none">- Reduce the need for noisy assembly practices e.g. fabricate off site.- Keep noisy plant as far away from public areas as possible.- Turn off all vehicles and plant when not in use.- Screen noisy areas off.- Fit generators and plant with silencers/mufflers.- Maintain plant and equipment properly to avoid rattles and squeaks.- Electrically operated plant is quieter than diesel or petrol driven plant.- Adopt working hours to restrict noisy activities to certain periods of the day.- If you receive a complaint from the public be diplomatic and report it to site management.	
DON'T LET NOISE BE A NUISANCE	
Notes:	

Talk No: 40

Title: CO2 FIRE EXTINGUISHER

Introduction: The effect of the carbon dioxide gas is to smother the flames within seconds, by shutting off air to the fire, which keeps damage to a minimum.

Main points:

- CO2 fire extinguishers are suitable for class B & C fires, involving flammable liquids and gases and also on electrical fires.
- CO2 Fire Extinguishers - Colour Black

Discussion points:

- The effect of the carbon dioxide gas is to smother the flames within seconds, by shutting off air to the fire
- CO2 extinguishers contain carbon dioxide, a non-flammable gas, stored under pressure as a liquid
- On release, the carbon dioxide rapidly expands to a mist of minute particles of dry ice.
- This "snow" absorbs the heat while the vapour smothers the fire, and the temperature is reduced to suppress re-ignition.
- The vapour is able to spread throughout the whole area of the fire, including any electrical equipment or cabinets.



DON'T TOUCH THE HORN – YOUR HAND WILL STICK TO IT

Notes:

Talk No: 41	Title: ACCIDENT PREVENTION
<p>Introduction: Whilst overall accident statistics indicate a general reduction, the maintenance industry remains the exception by showing an increase. It is essential that all personnel contribute in every way possible to reduce accident rates in construction.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> - 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! <p>Discussion points:</p> <ul style="list-style-type: none"> - Accidents are caused by: <ul style="list-style-type: none"> o People not thinking, not following instructions, or not putting their training into practice. o Unsafe manual handling, loading, stacking and storing of materials. o Overloading of platforms, scaffolds, hoists, plant, etc. o Incorrect use and abuse of plant and equipment. o Use of faulty equipment and “homemade” repairs. o Illegal adaptations and illegal removal of guards/barriers. o Failure to use PPE and ignoring safety signs/warning devices. - The costs of accidents include pain, suffering, ongoing disability, and potential fatalities. - Can also result in loss of earnings, incapacity for the job, inability to support family, etc. - Employers face financial and time costs in compensation, loss of working time, lost management time during investigations, possible fines, etc. - Help prevent accidents by: <ul style="list-style-type: none"> o Not removing any guards/barriers. o Not handling hazardous substances without knowing the hazards. o Not using plant and equipment unless suitably trained. o Always complying with laid down procedures. o Always wearing suitable PPE as applicable. o Not engaging in horseplay where it could result in hazards. o Not misusing/abusing any equipment provided for safety. o Not using any defective equipment/plant, and not carrying out “homemade” repairs. o Employing good hygiene standards. o Using the correct tools for the job. o Obeying site safety rules and signs. <p style="text-align: center;">BE THE “EYES AND EARS” FOR SAFETY ON SITE AND REPORT ANY HAZARDS TO SUPERVISORS IMMEDIATELY!</p>	
<p>Notes:</p>	

Talk No: 42

Title: DRY POWDER FIRE EXTINGUISHER

Introduction: According to the standard BS EN 3, fire extinguishers in the United Kingdom are red RAL 3000, and a band or circle of a second colour covering between 5–10% of the surface area of the extinguisher indicates the contents

Main points:

- Standard or multi-purpose dry powder fire extinguishers are safe to use on most kinds of fire (Class A, B & C)
- Fires caused by petrol, oil, fat, paint, solvents, grease, propane, butane and natural gas, as well as electrical equipment.
- Dry Powder Fire Extinguishers - Colour Blue

Discussion points:

- Dry powder extinguishers are filled with powder and pressurised.
- When activated the powder is released under pressure and covers the fire.
- It overlays the fire with a layer of powder, separating the fuel from the oxygen around it, thus putting out the fire.



DON'T USE IN SMALL SPACES – YOU WILL NOT SEE

Notes:

Talk No: 43	Title: WORKING NEAR WATER
<p>Introduction: Most drowning incidents occur in inland waters and involve males. Most causes relate to bravado, foolishness and/or lack of safety awareness.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Drowning can occur in relatively shallow water, and can also occur in other liquids. – The primary aim should be to prevent persons from falling in the first place. Prevention of drowning is the secondary aim! – Never work alone near water – always employ the “buddy buddy” system. <p>Discussion points:</p> <ul style="list-style-type: none"> – All working platforms near water must be properly constructed including the required guard-rails and toe-boards. Consider securing boards where water or high winds could affect them. – All ladders must be firmly secured. – Ensure there is clear passage on all platforms and access/egress routes. – Safety harnesses should be employed where applicable. – If lighting is supplied for night work, note that it should be able to take in the surface of any water that an employee could fall in to. – Never work alone, always work in at least pairs, and continually check on each other (never rely on a “shout” as an indication of someone falling – it may not happen or you may not hear it). – Know how to raise the alarm and know the location of rescue equipment. – If there is a risk of falling in, then wear a life jacket or buoyancy aid (note that a life jacket will automatically turn an unconscious person face up in the water – a buoyancy aid will not!) – Ensure all rescue equipment is regularly inspected and maintained (visual check at the start of each shift). – Know the emergency drills. – Be aware of dangers from Weil’s disease (leptospirosis). <p style="text-align: center;">TIME SPENT NOW ON SAFETY COULD SAVE A LIFE LATER!</p>	
<p>Notes:</p>	

Talk No: 44

Title: Foam Fire Extinguishers

Introduction: According to the standard BS EN 3, fire extinguishers in the United Kingdom are red RAL 3000, and a band or circle of a second colour covering between 5–10% of the surface area of the extinguisher indicates the contents

Main points:

- Foam fire extinguishers are ideal for both A & B class fires.
- Extinguishers commonly contain the agent AFFF (Aqueous Film Forming Foam)
- Especially suitable for fires involving materials such as fats, petrol, oils, paints, etc.
- Foam Fire Extinguishers - Colour Cream

Discussion points:

- By pulling out the safety pin and depressing the lever at the top of the cylinder, the material is released under high pressure.
- Foam extinguishers interfere with the chemical reaction of the fire, by coating the fuel with a layer of foam, separating it from the oxygen.
- A blanket is formed on the surface of a burning liquid. AFFF also penetrates and seals the fire, which protects against re-ignition.



KNOW YOUR EXTINGUISHERS – IT COULD SAVE YOUR LIFE

Notes:

Talk No: 45	Title: GENERAL HEALTH & SAFETY REFRESHER
<p>Introduction: All persons on site have a legal responsibility for health and safety and to conduct their activities in a safe manner. This duty applies both to yourself and to your workmates.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Safety culture is when people think and act safely even when no-one is looking! – Safety signs don't prevent accidents – safe people and safe systems do! – No system can be safe without the co-operation of all employers and employees. It is a team effort requiring awareness and alertness on the part of everyone. <p>Discussion points:</p> <ul style="list-style-type: none"> – Know the company's safety policy, including the arrangements. – Use and maintain PPE provided – report any defects immediately. – Do your bit to keep the site tidy, in good order, and safe. – Obey all warning signs. – Never operate plant or equipment unless suitably competent/trained. – Never interfere with the likes of guard-rails, ladders, etc. – Never interfere or misuse safety equipment such as fire extinguishers. – Never throw things from height, always lower properly. – Never take short cuts – they rarely are! – Only ever use authorised access/egress routes. – Store/stack materials sensibly, especially if at height. – Check substances before use – are they hazardous? Inflammable? – Be alert in vicinity of mobile plant. – Be aware of trespassers – if you don't recognise someone, ask them who they are looking for and direct them to the site manager. – Constantly think safety on site. Be on the lookout for unsafe practices, defective equipment, excessive waste build-up, etc, and report such to site managers – NEVER turn a blind eye! <p style="text-align: center;">SAFETY IS EVERYONE'S BUSINESS - ESPECIALLY YOURS!</p>	
<p>Notes:</p>	

Talk No: 46	Title: MANAGING SITE WASTE
<p>Introduction: Most sites produce significant waste which, if allowed to accumulate, can create new, or complicate existing, health and safety hazards.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Suitable waste locations must be established, and these must be segregated where applicable (controlled and special waste, etc). – A formal waste management system should be implemented, i.e. spending the last 15 minutes of each day, or last hour of each Friday, cleaning up the site. – Waste should only be removed from site by those in possession of a valid waste carriers licence, and should only be handed over to those with a valid waste managers licence. <p>Discussion points:</p> <ul style="list-style-type: none"> – Consider how you are going to separate waste where applicable, such as using different skips, etc. – Ensure nails etc., are removed from wood or hammered flat to avoid puncture wounds to other persons. – Consider how waste is going to be moved from site. It should never be thrown down! – If lightweight waste is produced, it may need to be bagged and tied to prevent the wind blowing it all over the site. – If skips are to be placed on roads, then permission is required and it must be suitably cordoned off to protect the public and vehicles. – Never overload skips – they should not be loaded higher than the sides. – Beware of accumulating flammable waste and thus creating a serious fire risk. – Never burn or bury waste on site. – Dispose of any foodstuffs carefully to avoid attracting vermin and the risk of disease such as Weil’s disease. – Inspect your waste! Can it be reduced? Can any of it be reused? Is any of it recyclable? – All waste that leaves the site is costing money! <p style="text-align: center;">MINIMISED WASTE = MINIMISED COSTS</p>	
<p>Notes:</p>	

Talk No: 47	Title: POLLUTION PREVENTION
<p>Introduction: Pollution not only threatens today's generations, but also those of tomorrow – our children, and, in turn, their children. Not only is there a legal obligation to prevent pollution, there is also a moral one.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Pollution can affect air, land or water! – Smoke, fumes, vapours, chemicals, oils, fuels, etc, are all potential pollutants. – Pollutants can migrate over significant distances from a site – particularly if water bound. <p>Discussion points:</p> <ul style="list-style-type: none"> – Always use hazardous substances (remember COSHH?) with care, ensuring they are suitably stored and empty containers are properly disposed of. – Diesel tanks, fuel cans, etc, should be stored and used so that leakages/spillages can be contained (consider hard standings, bunding, spill trays, spillsorbs, etc.) – Do not run plant or equipment when not in use. This is using valuable fuels which are in turn causing pollution, and is also costing someone money! – Electrically powered plant and equipment is more environmentally friendly than combustion engine operated, but still damages the environment at source. – Ensure all plant and equipment is well maintained to ensure it is running efficiently (using less energy), and does not have the likes of oil leaks. – Noise is also a pollutant and should be reduced so far as is reasonably practicable – this will also help your ears. – Water is an increasingly valuable resource. Do not waste it by using leaking hoses or by leaving them running unnecessarily. – Be particularly aware if your site borders any watercourse. Water can carry pollutants over significant distances, and all too easily contaminate local drinking supplies. Never use watercourses for cleaning tools, etc, and never store hazardous substances nearby. – Likewise beware of drains – especially storm drains. Again, never store hazardous substances nearby and never pour any contaminants down storm drains. – If in doubt – ask! <p style="text-align: center;">PROTECT TODAY WHAT IS REQUIRED TOMORROW</p>	
<p>Notes:</p>	

Talk No: 48	Title: ACCIDENT PROCEDURES
<p>Introduction: Whilst the emphasis should be on prevention, the maintenance industry is a high-risk business, and there is always the possibility of an accident. It is important that all know what to do in such circumstances.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – All accidents, and near misses, should be reported. – Everyone must know who the appointed persons/first-aiders are. – Everyone should know the best means of contacting the emergency services. <p>Discussion points:</p> <ul style="list-style-type: none"> – Know the name and contact procedures for the appointed person/first aider, and the location of the first aid kit. – If you are going to be working away, in a small group etc, consider a small first aid kit to take with you. – Know the basic rules if you have to deal with a casualty: <ul style="list-style-type: none"> ○ Remove hazard from casualty if safe to do so. ○ Call for help (first aider if possible). ○ Send someone to phone for an ambulance if necessary. ○ Do not move the casualty unless he is in immediate danger. ○ Make the casualty as comfortable as possible and remain with him providing reassurance. ○ Don't give food or drink to the casualty – moisten lips if necessary. ○ Do not allow casualty to smoke. – Consider what you know about first aid - do you know: <ul style="list-style-type: none"> ○ How to resuscitate and start the heart? ○ How to stop major bleeding? ○ How to treat burns scolds and shock? <p style="color: red; text-align: center;">These comprise basic first aid procedures that can save a life both at home and at work. If you don't know them you may wish to consider first aid training.</p> – Accidents and near misses should be investigated to establish the cause, and to enable the implementation of procedures etc. to prevent recurrence. <p style="text-align: center;">AFTER AN ACCIDENT, THE QUESTION SHOULD BE “WHAT SHOULD HAVE BEEN DONE TO PREVENT IT?” – ACTION SHOULD THEN BE TAKEN TO PREVENT RECURRENCE</p>	
<p>Notes:</p>	

Talk No: 49	Title: CONFINED SPACES
<p>Introduction: Confined spaces can include cellars, pits, tanks, drains, manholes, sewers, and even some types of excavation. Some are more obvious than others, but confined spaces are more common than often realised.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Consider what may comprise a confined space on your site! – A risk assessment should be carried out for all confined spaces. – Never ever work alone in a confined space. <p>Discussion points:</p> <ul style="list-style-type: none"> – Hazards include oxygen depletion/enrichment, suffocation, toxic and flammable atmospheres, physical dangers (plant), biological hazards (Weil’s disease), etc. – Confined space atmospheres should be checked prior to entry. – Suitable PPE should be worn which may include breathing apparatus, and may require specialist training. – Employees working in confined spaces should be fit and healthy. – Permit to work systems should be used where applicable (these should include rescue procedures). – Work in confined spaces must be supervised, either physically or by communications/monitoring equipment (remember failure procedures). – Ensure any recovery equipment is checked and serviceable prior to starting work. – Ensure all know the alarm procedure – including location of nearest telephone, etc. – Don’t attempt a rescue without first sounding the alarm. – Always leave a confined space immediately if told to do so. – Don’t eat, drink, smoke, or used naked flames in confined spaces or in close proximity to entry. – Ensure there is suitable access/egress. – Remain alert to any changes in the situation/environment. If in doubt - get out. <p style="text-align: center;">DO IT RIGHT– SAFE SYSTEMS OF WORK PROTECT EVERYONE</p>	
<p>Notes:</p>	

Talk No: 50	Title: LEGIONNAIRES DISEASE
<p>Introduction: Legionnaires' Disease is a potentially fatal form of pneumonia that was first identified in 1976 among people who attended an American Legion Convention in Philadelphia.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – The agent that causes Legionnaires' disease is a bacterium called Legionella pneumophila. People catch Legionnaires' disease by inhaling small droplets of water suspended in the air (aerosols), which contain the bacteria. – Naturally occurring in environmental water sources, such as rivers, lakes and reservoirs. However, the conditions are rarely right for people to catch the disease from these sources. – Outbreaks of the illness mainly occur from exposure to Legionella growing in purpose-built systems where the water is maintained at a temperature high enough to encourage growth. <p>Discussion points:</p> <ul style="list-style-type: none"> – People of any age may get Legionnaires' disease, but the illness most often affects: <ul style="list-style-type: none"> ○ Males (3 times more likely than females 3:1 ratio) ○ Those over 45 years' old ○ Smokers and alcoholics ○ Those whose immune system is lowered by illness – It cannot be passed on person to person. – Certain conditions increase the risk of increased growth of Legionella. <ul style="list-style-type: none"> ○ Temperature (Legionella bacteria thrive at temperatures between 20-45°C). ○ A source of nutrients, e.g. sludge, scale, rust, algae and other organic matter ○ A way of creating and spreading breathable droplets, e.g. the aerosol created by a shower, spray inserts etc. – Ensure the release of water spray is properly controlled. – Avoid water temperatures and conditions that favour the growth of Legionella. – Ensure water cannot stagnate anywhere in the system by keeping pipe lengths as short as possible, and/or by removing redundant pipework. – Avoid materials that encourage the growth of Legionella – Keep the system and the water in it clean <p style="text-align: center;">MANAGED WATER SYSTEMS – DON'T HAVE PROBLEMS</p>	
<p>Notes:</p>	

Talk No: 51	Title: HAND SAFETY
<p>Introduction: Our hands are one of our most important tools we have. The hand consists of bones, joints, ligaments, tendons, muscles, nerves, blood vessels and skin and it is easy to take the complex anatomy, of the hand, for granted.</p> <p>Over time we become complacent to the workplace hazards and place our hands in the line of fire, or at-risk positions that can result in injury. The severity of the injury is dependent on the hazardous conditions present and/or precautions we have taken.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> - Some Hand Hazards We Work With. <ul style="list-style-type: none"> o Extreme temperatures, pinch/crush points, rotating equipment, sharp objects, chemicals, vibrating equipment, and blood-borne pathogens. - Some of the Most Common Types of Injures. <ul style="list-style-type: none"> o Lacerations/cuts, puncture wounds, broken fingers, contusions (bruises), burns (electrical/chemical/thermal), infections, and amputated fingers - Some Common Causes of Hand Injuries. <ul style="list-style-type: none"> o Use of faulty or improperly maintained tools and equipment, failure to use guards, kill switches, lockout/tagout, wearing jewellery or loose fitting gloves around moving parts, using sharp tools and equipment and chemicals. <p>Discussion points:</p> <ul style="list-style-type: none"> - Know the hazards and dangers in the job to be completed - Be aware of pinch/crush points, hot areas, rotating or moving parts - Don't wear loose gloves, clothing or jewellery that may be caught in moving machinery - Never operate machinery with safeguards removed - Use the proper tool for the task - Inspect tools and equipment before use - Use brushes to wipe away debris - Follow lockout tag out procedures - Always keep hands behind sharp tools and equipment <p><i>Safe hand placement is critical when we are protecting our hands from hazards. A simple concept to remember is "A foot can save a hand". Whenever your hands are within a foot of a hazardous condition take a moment to recognise, evaluate and control the hazard.</i></p>	
<p>Notes:</p>	

Talk No: 52	Title: STEP LADDERS
<p>Introduction: Step ladders are one of the most used, and abused, pieces of equipment used during maintenance works. When abused and misused, they have enormous potential to cause accidents and injuries.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Folding step ladders are an extremely convenient way of accessing work, which is out of reach, but familiarity can lead to carelessness. – Falling off a step ladder is no less serious than off an ordinary ladder so equal care is called for. (The floor is just as hard). – Step ladders are covered by the same regulations as ordinary ladders regarding construction and materials and this is even more critical because of the extra parts required to make them foldable. – Establishing a habit of checking off a mental list each time a pair of steps is used, will lead to safe working. Always check 'borrowed' steps doubly well as it is still your responsibility to ensure your own safety. <p>Discussion points:</p> <ul style="list-style-type: none"> – Steps must be suitable. 'Domestic' weight steps are not up to 'commercial' use. – Check anti-spread device (cords, clips brackets etc.). Remember, if it's defective it's illegal! – Check folding mechanism (hinges, pin, rivets, etc.) – Always spread the ladder to its fullest extent, so that it can't suddenly jerk while you are on it. – Ensure that all four stiles are on firm, level ground. – You must always have a secure handhold not less than 1.06m above the highest level reached by your feet. – Clearly this means you cannot stand on the top steps unless there is some other handhold e.g. an extension. – Place the ladder at right angles to the work so that twisting the body is not necessary. – Try to visualise where the centre of gravity of you, any tools or materials, and the ladder, lies so that it stays within the base area of the ladder. – Never over reach from ladders – get down and move them. – Beware of overhead obstructions <p style="text-align: center;">DO IT RIGHT – IT WILL SAVE YOU PAIN LATER</p>	
<p>Notes:</p>	

Talk No: 53	Title: DRIVING SAFELY
<p>Introduction: When you think of safety hazards and injuries, you probably focus on what goes on during work. Whether we drive on the job or commute to work by car, driving safely is a must for all employees at all levels in our company.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Drive Safe and Smart. – Vehicle Maintenance. <ul style="list-style-type: none"> ○ A safe, roadworthy vehicle is an indispensable part of driving safely. If a vehicle is unsafe, the driver and others on the road are at risk. – Driving in the Dark. <ul style="list-style-type: none"> ○ Start taking precautions as soon as the sun goes down, dusk is one of the most dangerous times of day on the road. ○ Slow down and increase your following distance, darkness makes judging distances harder. ○ Don't overdrive your headlights, you need to be able to slow and stop safely when necessary. If you are driving too fast or your headlights are dim, you may not see obstacles in time to stop or avoid them. <p>Discussion points:</p> <ul style="list-style-type: none"> – Buckle up for safety. – Follow the Highway Code including signs, and signals. – Don't speed and keep a safe distance behind the vehicle in front of you. – Keep your eyes on the road, your hands on the wheel, and your attention on traffic. – Check your mirrors frequently. – Adjust your speed and driving to changing weather and traffic conditions and increase your distance between you and the vehicle in front of you. – Expect the unexpected and be especially alert in heavy traffic for sudden stops, vehicles passing or moving in and out of lanes, road debris, and work zones. – Keep cool, yield right of way, and don't get into disputes with other drivers. – Pull over into a safe area to make or receive phone calls. – Don't drink or take drugs and drive. <p style="text-align: center;">GOOD DRIVERS, DRIVE TO ARRIVE</p>	
<p>Notes:</p>	

Talk No: 54	Title: BLOODBORNE PATHOGENS
<p>Introduction: Bloodborne Pathogens are infectious materials in blood that can cause disease in humans, including hepatitis B and C, and Human Immunodeficiency Virus (HIV). Workers exposed to these pathogens risk serious illness or death.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> - Clean-Up and Safe Housekeeping. - Protect Yourself - Other Exposure Hazards - Common Sense Rules <p>Discussion points:</p> <ul style="list-style-type: none"> - After an incident where someone’s bodily fluids remain, the entire area must be cleaned and disinfected, restrict access to the area until it has been properly clean and disinfected. - All equipment must be disinfected properly, if it cannot, then it must be properly discarded as biologically hazardous waste. - Remember to wear gloves and other protective equipment as appropriate; such as goggles, apron, protective clothing, if possible, use disposable towels and dispose of them properly. - When cleaning surfaces contaminated with blood, vomit, faeces ALWAYS wear gloves and protective apron or clothing - Be alert for sharp objects, broken glassware, used syringes in rubbish bins - Do not pick up broken glass – use brush or broom and dustpan - Dispose of glass, sharp objects safely - Wash your hands & remove protective clothing before eating, drinking, smoking, handling contact lenses, applying cosmetics - Keep hands away from eyes, nose, and mouth while cleaning - Protect skin from pathogens – cuts, dermatitis, chapping, small cracks will allow germs to enter the body - First aid – use gloves, have as little contact as possible with blood or bodily fluids - Wash hands with antibacterial soap after contact - After contact, flush eyes and face with fresh water for several minutes. - Report all exposures and hazards to your supervisor/line manager <p>FREQUENT HAND WASHING IS THE BEST DEFENCE AGAINST SPREADING INFECTIONS.</p>	
<p>Notes:</p>	

Talk No: 55	Title: SHARPS
<p>Introduction: Any object that can puncture or penetrate the skin is classified as a sharp. Discarded needles / syringes have the potential to carry viruses which may be transmitted to humans on contact, leading to infections such as hepatitis B and C and also HIV.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Be aware that sharps may present in your working environment – Always wear the correct PPE; in particular, boots and gloves – Always wear heavy duty gloves or sharps gloves when handling waste, this is especially important when the contents are unknown – Be especially vigilant if you can't see what you are doing with your hands – If you see a sharps or signs of drug use, report it. – Quarantine any sharps and the area it was found in – there may be more that you can't see – Raise a Near Miss even though no one was injured <p>Actions to take if discarded needles or syringes are found</p> <ul style="list-style-type: none"> – Do not touch them – Report location to Site Manager / Supervisor and / or Security Control – Stay at location and request assistance. Do not leave it unattended. (This is particularly important if the area can be accessed by others) – If available, use a yellow sharps box to put needle or syringe into – Ensure that heavy duty gloves or a mechanical litter picker are used to pick up discarded needle or syringe – Once discarded needle or syringe has been placed in the sharps box, report fact to Site Manager / Supervisor so that correct disposal can be arranged – Ensure that hands are thoroughly washed with soap and water. <p>Actions to take if a needle or syringe injury is sustained:</p> <ul style="list-style-type: none"> – Do not panic; gently squeeze the area around the wound to encourage bleeding – Do not suck the wound; clean the wound under running water or cleansing wipes provided in first aid kits – Cover the wound with a dry plaster or dressing – Contact with a needle can cause infection or spread disease so always seek medical advice and treatment immediately – Report all exposures and hazards to your supervisor/line manager <p style="text-align: center;">DON'T PUT YOUR HANDS WHERE YOU CAN'T SEE</p>	
<p>Notes:</p>	

Talk No: 56	Title: EVACUATION PROCEDURES
Introduction: In the event of an emergency (fire, explosion, bomb threats, natural disasters, etc.) it may be necessary for you to evacuate your building. If you work on a client site and not an ABM building, it is important to remember to follow the evacuation procedures for your site.	
Main points: <ul style="list-style-type: none">- You should have an understanding of where the emergency exits are and your safest route out of the building/site.- You should know the sound of the fire alarm, and/or coded tannoy calls- Familiarise yourself with the locations of your assembly point, first aid boxes, call points etc.- All employees should participate in fire drills and any other training which is required of them- Be aware of the reporting procedures for your site- If you see something suspicious, report it immediately Discussion points: <ul style="list-style-type: none">- Know the evacuation procedure for your site- If evacuated, make your work area safe before leaving- Leave by the nearest safe exit route, encourage others to follow you- Never return to the building until told it's safe to return- Never leave the site during an evacuation, even if your shift has ended, you could be reported as missing? <p style="text-align: center;">FOLLOW PROCEDURES – YOUR LIVES ON THE LINE?</p>	
Notes:	

Talk No: 57	Title: SLIPS, TRIPS AND FALLS
Introduction: Slips, trips and falls are a major cause of injuries in the workplace. Many disabling injuries and even deaths occur each year as a result of slips, trips, and falls from heights, on stairs, and on level ground both at work and at home. Most injuries from slips, trips and falls result from poor housekeeping practices.	
Main points: <ul style="list-style-type: none">– Be aware of items such as trailing cables and hoses, hand tools, lengths of pipe or timber etc. left on the ground that may cause someone to trip up– Check ladders before use, mud left on the rungs of a ladder can present a slip and fall hazard– Poor lighting levels, such as during winter mornings or afternoons, can easily lead to tripping hazards not being readily visible– Be extra careful during damp conditions, wet footwear can cause slips when wet Discussion points: <ul style="list-style-type: none">– Pay attention to your movements and surroundings, do not get distracted by conversations with colleagues or phone calls. Stop walking, finish the conversation and then proceed on your way.– Concentrate on where you're going, what you're doing and what lies ahead.– Take responsibility for reporting, fixing, removing, or avoiding hazards in your path. Don't leave for the next person to clear up, they won't.– Wear correct footwear with anti-slip soles (where applicable) and flat heels– Walk, don't run– Remove or clean muddy footwear when entering buildings or wipe your feet when you come in from rain or snow.– When carrying loads ensure that you have good visibility of the surface and surroundings in front of you.– Watch out for floors that are uneven, have holes, are wet or have just been cleaned, etc. <p style="text-align: center;">IF YOU SEE IT, SORT IT?</p>	
Notes:	

Talk No: 58	Title: High Pressure Water Jetting
<p>Introduction: The term High Pressure Water Jetting covers all water jetting processes, including those using additives, abrasives or chemicals where there is an energy input to increase the pressure applied to water. If not handled competently they are a potentially hazardous process due to the power of the jet and the proximity of the operator to the jetting equipment.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Before jetting commences an area of public exclusion should be created, this can be done with the use of cones, tape, signage or screens. – The surface of the area is to be cleaned and free from debris as this can be propelled at a high velocity and cause injury or damage. – If any unauthorised entry is detected the pressure should be shut off safely and immediately. <p>Discussion points:</p> <ul style="list-style-type: none"> – The PPE required for members of a jetting team can consist of, Safety Helmet, Water Proof Gauntlets, Heavy Duty Water-Proof Overalls, Hearing Protection, Face Shield, and Safety Boots. – All equipment should be checked before use for any damage or corrosion – Don't point the jetting gun at anyone at any time – Don't leave the unit running unattended – When the unit is running and no cleaning is taking place, ensure the jetting gun is facing downwards at all time. – Don't use on a ladder – If used on a Mobile Elevated Work Platform (MEWP) or Scaffolding then the operator should be anchored to the platform by fall restraint equipment, the jetting equipment should also be secured to the working platform – Pressure injection injuries, especially to the hand and upper extremities are serious injuries, which could lead to the loss of life or limb. The pressure required to penetrate the surface of the skin is 6.89 bar/100 psi. However, pressures used for High Pressure Jetting in industry can exceed 172 bar/2500 psi. <p style="text-align: center;">—</p> <p style="text-align: center;">UNDER PRESSURE, STAY SAFE?</p>	
<p>Notes:</p>	

Talk No: 59	Title: DERMAL EXPOSURE
<p>Introduction: Most chemicals are readily absorbed through the skin and can cause other health effects and/or contribute to the dose absorbed by inhalation of the chemical from the air. This is particularly true for non-volatile chemicals which are relatively toxic and which remain on work surfaces for long periods of time.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Substitution to a less toxic chemical is almost always a good option, unless the alternative chemical is much more volatile. – Personal protection in the form of chemical protective gloves, an apron, or clothing should be selected. – Glove breakthrough can occur in considerably less time than expected based upon many factors. <p>Personal Protective Equipment (PPE)</p> <p>Hand contact is possibly the most common cause for dermal exposure. Therefore, proper glove selection is a major means of controlling dermal exposure. Factors that affect glove selection include:</p> <ul style="list-style-type: none"> – type of chemical(s) to be handled (or used) – frequency and duration of chemical contact (often to rarely) – nature of contact (total immersion, splash, mist, contaminated surfaces) – concentration of the chemical – temperature of the chemical – abrasion, puncture, tear resistance requirements of the job or task – length to be protected (hand only, forearm, arm) – dexterity requirements of the job or task – grip requirements (dry grip, wet grip, oily) – glove features (e.g. cuff edge, lining, colour (to show contamination)) – thermal protection – size and comfort requirements – price <p style="text-align: center;">BEAUTIFUL SKIN BEGINS WITH SKIN CARE?</p>	
<p>Notes:</p>	

Talk No: 60	Title: LONE WORKING
<p>Introduction: Lone workers are those who work by themselves without close or direct supervision. They are found in various situations within ABM Group UK, i.e. workers engaged in overnight or weekend tasks, attending isolated plant rooms, accessing plant on roof tops, working in basements etc.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – Be aware of the site rules and standards that apply to their work activities and then assess whether people working alone can stay safe. – Lone workers should not be put at more risk than other members of staff. This may require extra risk-control measures. – Take account of the work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. – Consider suitable control measures which may include instruction, training, supervision, protective equipment etc. <p>Monitoring Lone Working?</p> <p>Once the risk has been assessed, consider procedures that will need to be put in place to monitor lone workers to ensure they remain safe. Such procedures may include:</p> <ul style="list-style-type: none"> – periodically visiting and observing people working alone – regular contact between the lone worker using either a telephone or radio – automatic warning devices that operate if specific signals are not received periodically from the lone worker, e.g. initiate the lone working app – other devices designed to raise the alarm in the event of an emergency and which are operated manually or automatically by the absence of activity – checks that a lone worker has returned to their office on completion of a task. – assess what happens if a person becomes ill, has an accident, or there is an emergency whilst working alone. <p>Lone workers should be capable of responding correctly to all emergencies so a risk assessment should identify foreseeable events.</p> <p style="text-align: center;">DON'T WORK WITHOUT LETTING SOMEONE KNOW WHERE YOU ARE?</p>	
<p>Notes:</p>	

Talk No: 61	Title: Asbestos
<p>Introduction: Asbestos is the largest single cause of work-related fatal disease and ill health in Great Britain. It is a carcinogen and is responsible for lung diseases such as Asbestosis and Mesothelioma and Lung Cancer. Almost all asbestos-related deaths and ill health are a result of exposure that happened decades ago.</p>	
<p>Main points:</p> <ul style="list-style-type: none"> – What is an Asbestos Register and the importance of using it. – Where asbestos might be found and the identified locations within the site. – If you suspect that any surface you are about to work with or drill/cut contains asbestos, stop work immediately and contact your manager for advice. – The location of asbestos and its identification can be difficult, since its appearance may be changed by surface coatings <p>Key Points</p> <p>The asbestos removal industry estimates that over 3,000 products contained asbestos. It can be found in insulation and sprayed coatings, boilers, plant and pipe work, fire protection to steelwork, insulation board, cladding on walls and ceilings, asbestos cement, textured coatings, floor tiles, door panels, bitumen, cord, string, paper, gasket's etc.</p> <p>Other discussion points are:</p> <ul style="list-style-type: none"> – It is currently estimated that 20 people from the construction industries die each week as a result of past asbestos exposure – Be aware asbestos breaks into long fibres. They can become embedded in your lungs causing asbestosis, fibrosis or a cancer known as mesothelioma. – Working with asbestos is a specialist area and must be left to specialist contractors. – Buildings constructed before the year 2000 may have forms of asbestos-containing materials in them. – In any circumstance where there is an accidental discovery or uncontrolled release of asbestos into the workplace then measures, including emergency procedures should be in place to limit exposure and the risks to health. Such procedures should include means to raise the alarm and procedures for evacuation, which should be tested and practised at regular intervals. The cause of the uncontrolled release should be identified, and adequate control regained as soon as possible. <p style="text-align: center;">DON'T RISK TODAY, WHAT MIGHT AFFECT YOU TOMORROW?</p>	
<p>Notes:</p>	

Talk No: 62	Title: Dirty Water
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Introduction: Dirty water from cleaning activities should not be allowed to enter surface water drains or road gullies, which generally discharge directly into local streams or rivers. Dirty water should only be discharged through dirty water drains.

- Main points:**
 What should you do?
- Make sure you know where the dirty water discharge points are
 - Do not empty buckets with dirty water into any drain, only use the approved cleaner's sinks for dirty water
 - Only use approved chemicals as per your method statement
 - Report to your supervisor any incident where dirty water has discharged into surface water drains

- Key Points**
- What shouldn't you do?
- Don't allow dirty cleaning water to go down gullies or drains next to a road or service yard
 - Do not use drains if they are not identified as approved or authorised waste drains
 - Don't use more water than is required
 - Don't use more chemical than is identified in the manufacturers guidance

Example of approved discharge points



If you do not have a suitable discharge point, or it is currently blocked or out of service, please inform your line manager as a matter of urgency.

BY MAKING SURE WE CORRECTLY DISCHARGE DIRTY WATER, WE WILL PROTECT THE ENVIRONMENT FROM HARMFUL CHEMICALS.

Notes:

Talk No: 63	Title: Lockout Tagout (LOTO)
<p>Introduction: Lockout-tagout (LOTO) or lock and tag is a safety procedure which is used in industry settings to ensure that dangerous machines are properly shut off and not able to be started up again prior to the completion of maintenance or servicing work or safeguard workers from hazardous energy releases.</p>	
<p>What are the Risks: Hazardous energy comes in many forms.</p> <ul style="list-style-type: none"> – Electrical energy can cause electrocution and burns, provide ignition to flammable atmospheres, and activate mechanical equipment. – When a piece of equipment is being worked on, all sources of hazardous energy must be securely and positively locked out until the equipment is operational. – Untold numbers of major process safety incidents and individual injuries have been caused by failure of LOTO. – <p>How to be Safe:</p> <ul style="list-style-type: none"> – Ensure people are trained in the proper LOTO procedures, and retrain regularly. – Identify all sources of hazardous energy potentially impacting a piece of equipment and lock out all sources – Make sure each person working on a piece of equipment applies their own personal lock to it – Test the circuit to ensure it is positively dead before commencing any tasks <p>What does the Law Say?</p> <p>HASAWA 1974 places duties on employees to take reasonable care of their own health & safety, and that of anyone who could be adversely affected by their 'acts or omissions at work' and to co-operate with their employer in steps to meet legal requirements.</p> <p>The Electricity at Work Regulations 1989 state: Where necessary to prevent danger, suitable means (including, where appropriate, methods of identifying circuits) shall be available for:</p> <ul style="list-style-type: none"> a) cutting off the supply of electrical energy to any electrical equipment; b) the isolation of any electrical equipment. <p>Do's and Don'ts</p> <p>Do: Identify all sources of hazardous energy potentially impacting a piece of equipment or task and lock out all sources</p> <p>Do: Make sure that any stored energy has been released. This includes electrical capacitance, pressure, and hazardous residual fluids</p> <p>Do: Make sure each person working in the area or on the machinery applies their own lock</p> <p>Do: try to operate the equipment to ensure that no lock-outs have been missed once the locks and tags are place</p> <p>NEVER: Remove another worker's lock</p> <p>NEVER: Assume there is only one power source</p> <p style="text-align: center;">REMEMBER ELECTRICITY CAN KILL</p>	

Talk No: 64	Title: Safety Signs
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Introduction: Signs, signals and symbols in the workplace are an important tool for informing workers and others who may be present of the hazards nearby, the precautions to be taken and the actions to be followed in the event of an emergency. Such signs, signal and symbols are not limited to graphic signs, they may also include verbal, or acoustic signals (for e.g. fire alarms) as well as other devices such as tape or barriers warning of hazardous areas or enclosures.

There are 4 basic categories of safety signs:

Prohibition Signs are red in colour and indicate that certain behaviours are prohibited or must be stopped immediately. The sign is a red circle with a bar running through it on a white background.
This symbolises STOP.



Warning Signs are yellow in colour and give warning or notice of a hazard. The signs are black outlined triangles filled by yellow. The symbol or text is always in black.
This symbolises CAUTION.



Mandatory Signs are blue in colour and indicate that a specific course of action is required. The sign is a blue circle with white symbols or text.
This symbolises that you MUST do something.



Safe Condition Signs are green in colour and provide information about safe conditions. These signs are rectangular or square in shape, are always green with white symbols or text.
This Symbolises GO.



Key Points to consider are:

- Obey all site safety signs, failure to do so will be treated seriously
- Check for safety signs before entering any premises or new area, obey the premises rules
- Ensure you wear PPE identified as mandatory on the premises
- Familiarise yourself with Fire Safety and Emergency Exit signage when you first arrive on the premises
- Remember signs are there for you to obey and inform others so that they can obey
- Failure to obey a sign posted in the interests of health and safety is a criminal offence

KNOW YOUR SIGNS – YOU LIFE MAY DEPEND ON THEM

Talk No: 65	Title: Sustainability
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Introduction: In order to continue to do business we need to make sure that the materials, people and finances we need are available in the future. We also need to ensure that our approach to construction doesn't damage the environment or negatively affect society.

Why?

Modern businesses are expected to be responsible, ethical and to minimise their impacts on the environment and society. We have to ensure we meet the expectations of our clients, shareholders, the general public and regulators. Working in a sustainable manner will help to ensure the continued growth and prosperity of the company.

- A competitive advantage
- Ethical
- Responsible sourcing
- Job creation
- New markets
- Job security

How?

The concept of sustainability requires that economic, social and environmental factors are considered and managed.

Examples of sustainable working include:

- Reusing materials on site to minimise waste and save money.
- Protection of plants or animals in or adjacent to our properties.
- Use of local labour and suppliers to enhance the local economy and minimise environmental impacts of transport.
- Training and upskilling of our people.
- Reduce energy and water use.
- Engagement with the local community, such as school visits, involvement with community events.



Benefits to Society

- Strong Communities
- Human Rights
- Equality
- Well Being

Benefits to the Environment

- Climate Stability
- Ecosystem Services
- Low Carbon
- Zero Waste

**PRACTICE SUSTAINABLE DEVELOPMENT
BY MEETING THE NEEDS OF TODAY'S GENERATIONS,
WITHOUT COMPROMISING THE NEEDS OF TOMORROW'S GENERATIONS!**

Talk No: 66	Title: The Benefits of Safety
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Introduction: To raise awareness of the benefits of working safely

- ABM Group UK has a good safety record when compared with some companies, but even one accident is one accident too many
- In ABM Group UK we would like to have zero accidents
- Too many accidents are caused by people knowingly working or behaving in an unsafe manner
- With care, most accidents are totally and easily preventable
- When working be aware of the safety of others as well as yourself. You have a legal duty to do so.

Do's

- Comply with safety training and instruction, and with site safety rules; site induction should inform you of the hazards
- Be aware of how the job you are doing could affect the people around you
- Ask your line manager if you have any doubts on safety issues
- Report to your line manager anyone who you see working or behaving in an unsafe manner, especially horseplay
- Stop work if you have any doubts of the safety of yourself or others

Don'ts

- Be tempted to cut corners to get the job done more quickly, there could be a high price to pay
- Go to work if you know that you are not fit through illness, drink, drugs or for any other reason

The Costs of Accidents

- A poor safety record could result in our company being fined and suffering increased insurance premiums
- Money lost in these ways cannot be used elsewhere, the company could be forced out of business
- Employees who demonstrate or tolerate poor safety practice may find themselves out of work
- The personal cost of knowing you have caused a serious accident – or worse – could last a lifetime

The Benefits of Safety

- Fewer accidents resulting in less pain and suffering for all
- Individuals have less time off with possible loss of income
- Fewer accident investigations, fines and insurance premium increases; more money available for other things
- Higher employee morale and a more contented workforce

Questions

1. What should you do if you are asked to use a dangerous machine on which you have not been trained?
2. Who is ultimately responsible for your safety?
3. How do you think someone's colleagues would react, knowing that he or she has caused a serious accident?

DON'T BECOME A STATISTIC – STAY SAFE

Talk No: 67	Title: Dealing with Waste
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Introduction: Anyone who produces, imports, keeps, stores, transports, treats or disposes of waste must take all reasonable steps to ensure that waste is managed properly. This duty of care is imposed under section 34 of the Environmental Protection Act 1990.

5 Steps for Dealing with Waste

1. **Prevention:** using less material in design and manufacture, keeping products for longer, re-use, using less hazardous materials
2. **Preparing for re-use:** checking, cleaning, repairing, refurbishing, whole items or spare parts
3. **Recycling:** turning waste into a new substance or product, includes composting if it meets quality protocols
4. **Other recovery:** includes anaerobic digestion, incineration with energy recovery, gasification and pyrolysis which produce energy (fuels, heat and power) and materials from waste, some backfilling
5. **Disposal:** landfill and incineration without energy recovery

Waste Carrier

A waste carrier is someone who will take the waste away either to a waste manager or to a final disposal point. The Health and Safety Executive license waste carriers and some companies hold a licence for the transport of waste from sites. We have a duty to ensure that any carriers we use are registered and to check with the regulating authorities to ensure that their registration is valid.

Transfer Notes

Transfer notes must be completed by all parties and the carrier must always be in possession whilst transferring waste. We must retain copies of all transfer notes for two years on the contract file.

Waste handling represents, typically, three key hazards:

- **Manual Handling:** Those responsible for gathering up the waste and transporting it to central collection points are exposed to hazards associated with the bulk of that which they are moving. Correct lifting principles should be adopted at all times.
- **Fire:** Waste as it accumulates, from waste paper bins to waste disposal skips represents a fire hazard. Waste areas should be monitored and reported if bins or skips begin to get over full.
- **Contamination:** Some types of waste, including food debris and materials generated during first aid treatment are potential sources of personal contamination.

Hazardous Waste Materials

Such as large numbers of fluorescent tubes, medical waste and toxic waste should be segregated and safely held until collected by a specialist waste contractor.

What can you do at work?

- If you think that waste is not being disposed of properly, notify your line manager.
- Always complete a waste transfer note either our own or the licensed waste carrier.
- Never mix commercial and industrial waste.
- Minimise waste accumulation by ensuring that you observe good housekeeping principles, do not ignore over filled bins and skips.
- Clean and clear up after your work daily.

WASTE TODAY IS TOMORROWS PROBLEM