



TOOLBOX TALKS

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Toolbox Talk Details		
Title	C02 - Slips, trips and falls (Housekeeping)	
Reason	Every year, many injuries occur through slips, trips and falls. Most of these injuries are easily preventable with a little care.	
Outline	This talk covers the causes and prevention of slips, trips and falls.	
Why do they occur?		
<ol style="list-style-type: none">1. Most injuries from slips, trips and falls occur because of poor housekeeping.2. Leaving items (such as cables, hand tools and surplus materials) on the ground will create trip hazards.3. Spilt substances (such as oils and greases) will create a slip hazard if not immediately cleaned up.4. General debris (such as brick and block off cuts) can quickly accumulate and form a tripping hazard.5. Trailing cables in the work area and across pedestrian routes are a frequent cause of tripping.6. Mud on smooth surfaces (such as ladders or steps on site vehicles) can cause a slipping and falling hazard.7. Reduced levels of natural light (for example, during winter afternoons) can easily increase the tripping hazards if adequate access lighting is not provided. Tools, equipment and materials that are visible in full daylight might be hidden in semi-darkness.8. Potholes, changes in levels and uneven steps in the workplace can all lead to trips and falls.		
What you must do		
<ol style="list-style-type: none">1. Clear up waste materials as you create them. Lightweight waste should be bagged or bundled, and nails removed from waste timber.2. Work in a tidy manner: do not leave tools, equipment or unused materials lying about on the floor.3. If you are using substances that could spill, ensure that you have a means of effectively clearing up the spillage.4. Route cables for power tools above head height. If cables must be routed at floor level, try to avoid crossing pedestrian walkways.5. Sites get muddy. Make sure boots are cleaned off before accessing plant or climbing ladders. Do not spread mud by walking into clean areas.6. Install temporary lighting where natural light levels may change during the day, to ensure adequate lighting.7. Tell your supervisor if you do not have the right equipment to clear up and dispose of the waste you create		
Revision Date	Assessed By	Signature
January 2021	Michael Reddan	