

Briefing/Toolbox Talk Record			
Topic / Subject:	Human Factors in Accidents		
A. Location and Presenter Details			
Location of Briefing	MBH, Subcontractors Office	Company:	Raphael Contracting LTD
Presenter:	A. Kulsinkas	Date:	30.01.25
Position:	Site Manager	Time:	08:00am.
B. Details of Briefing			
Purpose of Briefing			
<p>Human failures are responsible for up to 80% of accidents. Unfortunately these factors are often poorly analysed. Many accident investigations cite hardware which can be improved or conclude that individuals should take more care when there are human factors which ought to be identified.</p> <p>If human factors are better understood it is possible to address root causes and prevent an accident.</p>			
Human Failure			
There are four categories of human failure:			
<ul style="list-style-type: none"> A slip is the term used when a simple frequently performed physical action goes wrong, such as pressing the wrong control button, forgetting to apply the handbrake or reading the wrong instrument. 			
<ul style="list-style-type: none"> A lapse is when someone loses attention or forgets to do something they would normally do. This can happen, for example, due to distractions or interruptions. 			
<ul style="list-style-type: none"> A mistake is an error in judgement. This can be caused by incomplete understanding or making untrue assumptions. 			
<ul style="list-style-type: none"> A violation is a deliberate breach of rules and procedures such as a short cut, or when completing the job takes precedence over adherence to safety rules. 			
What causes errors and violations?			
<ul style="list-style-type: none"> When an accident investigation identifies that one of the causes was human error or violation, it's necessary to ask "why?" and to keep asking "why?" until the root cause is discovered. 			
<ul style="list-style-type: none"> For example: <ul style="list-style-type: none"> a machine operator might have pressed the wrong button because they were used to operating a different machine and hadn't been given time to familiarise themselves with the new equipment a worker might have been tired from working a double shift or distracted by noise an employee might have misunderstood an instruction which was written ambiguously. 			
<ul style="list-style-type: none"> When analysing the reasons behind human failure, an investigation should examine four key factors: 			

- * workplace design including the layout of the workspace, equipment and the work environment
- * the task including workload and the sequence of actions required
- * personnel: their competence, fitness/health, motivation, alertness
- * the organisation, including leadership and supervision

C. Employee Actions – Briefing / TBT must be given before work starts

Include main parts of the briefing/toolbox talk in the below section, including actions which must be taken and avoided (Do's and Don'ts)

Control Measures

- All staff are asked to report any situations where there is a particular risk of human error, such as excessive distraction from a critical task, poor machinery design, insufficient lighting, or work pressure which might lead to mistakes
- Anyone tasked with investigating a hazard, near miss or accident must keep an open mind about possible root causes, in particular by considering workplace, task, personnel and organisational factors which could have caused human error.
- "Take more care" suggests an inadequate investigation and should be eliminated from accident report forms.

Key Points

- Human failures are responsible for up to 80% of accidents.
- There are four categories of human failure: slips, lapses, mistakes and violations.
- Where human error is identified as the cause of an accident, the investigator must keep asking "why?" until the root cause is discovered. The investigation should consider the workplace, task, personnel and organisation.
- Staff are encouraged to report situations where they believe human error is likely.

RN: BO-JRLG-SM-TBT-FM-Z-0103	Page 3 of 3	Suitability: A1	Rev: C02
TN: BO-JRLG-SM-SHE-FM-Z-0013			Security: Internal

Toolbox Talk – ENV039

Topic/subject covered:

COSHH

A: Location and Presenter Details

Location of briefing:	MBH, Subcontractors Office	Company:	Raphael Contracting LTD
Name of presenter:	A. Kulsiniskas	Position:	Site Manager
Date:	31.01.25	Time:	08:00 am.

B: Employee actions – Briefing/toolbox talk must be given before work starts – Include main parts of the briefing/toolbox talk in the below section, including actions which must be taken and avoided (Do's and Don'ts)

Purpose of Briefing

COSHH stands for Control of Substances Hazardous to Health. Hazardous substances are found on many sites and can be used in or created by the construction process. Hazardous substances need to be treated with caution as they can have some nasty knock on effects.

Control Measures

- Follow the correct guidelines set out in the COSHH register
- Always wear the correct PPE, look after it and make sure you know how to use it
- Make sure hazardous substances are put back in the correct storage area after use and are not to be left lying around
- Don't store hazardous substances above head height

Assess the Risk

A competent person must carry out a risk assessment to decide whether:

- Exposure to a substance can be avoided
- An alternative work method can reduce the exposure
- A less hazardous substance can be used instead.
- Any substance with a hazard warning label has the potential to cause harm—the risk must be assessed before it can be used.

Examples of Hazardous Waste:

- Contaminated Ground
- Solvent fumes
- Epoxy-based paints
- Concrete admixtures
- Hardwood dust
- Welding fumes

<ul style="list-style-type: none"> • Lime
Correct PPE
<p>Depending on the hazardous substance the type of PPE worn can change. You must read the label on the hazardous substance for further information.</p> <p>When working with chemicals such as toxic fumes masks and eye protection should be worn at all times.</p>
Key Notes
<ul style="list-style-type: none"> • Make sure you are trained to use hazardous substances
<ul style="list-style-type: none"> • Read and apply with the COSHH assessment and the instructions on the project label
<ul style="list-style-type: none"> • Don't eat, drink or smoke when handling substances
<ul style="list-style-type: none"> • Always wash at the end of the shift and before eating
<ul style="list-style-type: none"> • Don't expose other workers to hazardous fumes or substances

Useful Links

HSE COSHH— <http://www.hse.gov.uk/coshh/>

C: Employee actions – Briefing/toolbox talk must be given before work starts – Include main parts of the briefing/toolbox talk in the below section, including actions which must be taken and avoided (Do's and Don'ts)

Before starting work, STOP, THINK and CHECK If the answer to any question below is NO, do not start work until the issues are resolved	Yes	No	N/A
1. Method statements, risk assessments and permits			
Have you read and understood the method statement and risk assessment for the task?	✓		
Is everyone on your team briefed on the method statement for the task?	✓		
Have you carried out your weekly toolbox talk?	✓		
Do you have COSHH Assessments and Safety Data Sheets in place for all hazardous substances that will be used?	✓		
Have you carried out Manual Handling Assessments and planned for any deliveries / extraordinary activities?	✓		
2. Place of work			
Are you satisfied that your team has a safe place to work?	✓		
Have you checked access equipment has been inspected as required and certification issued? E.g. Podium steps, scaffold towers			
Are other contractors working adjacent to you aware of what you are doing today? Are you aware of what they will be doing?	✓		
Are third parties and members of the public securely protected from falling materials?	✓		
Does your team know the safe access and egress routes to their places of work?	✓		
3. Task specific			
Are all necessary tools and equipment on site to carry out your work in a safe / efficient manner?	✓		
Are you confident there are no health and safety risks in your work task(s)?	✓		
Are you certain that the operatives you are putting to work are competent for their assigned tasks?	✓		
Are the team equipped with the correct PPE to carry out the task?	✓		
4. Variations			
Have the team members changed? (If yes revise)		✓	
Has the task or working environment changed significantly to require a risk assessment and method statement (If yes, work to stop and new method statement to be produced)		✓	
Remember, as the supervisor YOU are responsible for the safety of YOUR team			



Site Manager's Daily Safe Start									
Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	27/01/2025	Method statement (s) (Title, Rev No. & Rev date)	RCL NG200-RCL-ZZ-MS-X-00001 REV P02		
Location and description of work: fitting joinery items & snagging									
Site Manager's Daily Sign Off									
		Date	Name	Signature	Hot Topics of the Day (the main points you discussed)				
Monday		27/01/2025	D Sanders	<i>D Sanders</i>	Dust controls for tools				
Tuesday		28/01/2025	D Sanders	<i>D Sanders</i>	Dust and air quality				
Wednesday		29/01/2025	D Sanders	<i>D Sanders</i>	Tethering of tools				
Thursday		30/01/2025	D Sanders	<i>D Sanders</i>	Weil's disease				
Friday		31/01/2025	D Sanders	<i>D Sanders</i>	Portable electrical tools				
Saturday		01/02/2025	N/A	/	N/A				
Sunday		02/02/2025	N/A	/	N/A				
Operatives Daily Sign Off									
Name	Signature	M	T	W	T	F	S	S	Comments
K KULSINSKAS	<i>K Kulsinskas</i>	✓	✓	✓	✓	✓	✓	/	RCL MANGER/CARPENTER
V BALIUIEVICIUS	<i>V Baliuievicius</i>	X	X	✓	✓	✓	✓	/	RCL CARPENTER
S SIMONOVIC	<i>S Simonovic</i>	✓	✓	✓	✓	✓	✓	/	RCL CARPENTER
K O'MALLEY	<i>K O'Malley</i>	✓	✓	✓	✓	✓	✓	/	RCL CARPENTER

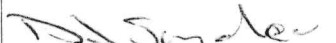
SITE: The National Gallery


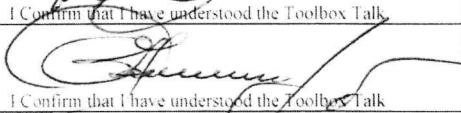
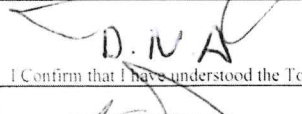
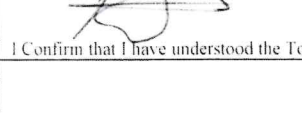
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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Dust and air quality	Date: 28/01/2025
Location: NG200	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D Sanders	Presenters Signature: 

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
K KULSINSKAS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
S SIMONOVIC	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
V BALIUKEVICIUS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
K O'MALLEY	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
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Grant Claim information Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended
4

Duration
30 mins

Total Time
2 hours

Employer Reference
2453745



Toolbox Talk No. 79 DUST AND AIR QUALITY

WHAT?

Dust, emissions and odours can annoy neighbours and may cause health risks at very high concentrations

WHY?

Avoid nuisance to neighbours: Dust can settle on neighbours' properties and give rise to local dispute. Poorly controlled emissions and odours from plant or works may give rise to valid complaints.

Avoid programme delays: The Local Authority has the power to stop works if dust is causing a nuisance. Emission of dark smoke from plant and fires is illegal.

Avoid health problems: Dust may cause eye irritation or make asthma worse

Avoid impact on ecology: Dust can damage the ecology of a watercourse and affect plant growth, including crops

DO

- ✓ Keep surfaces swept and damp down with water at regular intervals
- ✓ Minimise drop heights into haulage vehicles and into conveyors
- ✓ Ensure cutting and grinding operations are adequately shielded or wetted
- ✓ Sheet lorries carrying dry materials off site
- ✓ Use the wheelwash, for appropriate vehicles, if one is provided on site
- ✓ Store fine, dry materials within buildings or provide adequate protection from the wind.
- ✓ Store bulk cement and bentonite in silos
- ✓ Position silos and stockpiles away from residential areas or watercourses.
- ✓ Clean up or damp down any spillage of dry dusty materials
- ✓ Notify your Line Manager if work activities are causing poor air quality.

DON'T


- ✗ DON'T burn materials on site without approval from your Project Manager. Permission is required first from the Environment Agency
- ✗ DON'T use poorly maintained plant. Black smoke may give rise to poor health and can cause a nuisance
- ✗ DON'T leave plant running if not in use
- ✗ DON'T ignore sources of poor air quality, notify your line manager
- ✗ DON'T ignore complaints

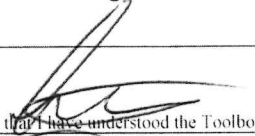
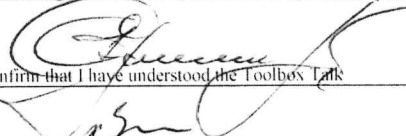
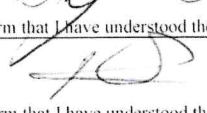
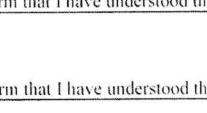
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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Weil's disease	Date: 30/01/2024
Location: NG200	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D Sanders	Presenters Signature: 

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
K KULSINSKAS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
S SIMONOVIC	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
V BALIUIEVICIUS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
K O'MALLEY	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
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		I Confirm that I have understood the Toolbox Talk

Grant Claim information Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended
4

Duration
30 mins

Total Time
2 hours

Employer Reference
2453745

Toolbox Talk No. 46 WEIL'S DISEASE

WEIL'S DISEASE – WHAT IS IT?

- Weil's disease, which is also known as Leptospirosis, is a kind of jaundice
- The disease enters the body through breaks in the skin, and through the lining of the mouth and nose
- It is caused by contact with water contaminated by the urine of rats and other small mammals such as mice and voles. Anywhere that you can find rats is a risk, cellars, accumulated rubbish, standing water, or near a river or stream.
- It starts as a mild illness which can be easily cured if treated early enough
- If left untreated, it becomes more serious and can be fatal
- The problem is that the initial symptoms are very similar to flu and it is possible that you could ignore the symptoms or be treated for the wrong illness

WHAT CAN YOU DO ABOUT IT?

- Don't encourage the presence of vermin, carefully dispose of food waste and tea bags especially on sites that are wet or adjacent to rivers and lakes etc.
- Do not handle the carcasses of dead rats or other small mammals
- If you are at risk, cover all cuts and abrasions with a waterproof dressing and wear appropriate protective clothing
- If you frequently work near water, carry a card or tag saying that you may be at risk of catching the disease
- Be aware that you can catch the disease if you get water in your mouth and nose after falling in
- See your doctor immediately if you think you are infected

WHO IS AT RISK?

- All operatives who may come into contact with contaminated water
- Particularly operatives who work regularly in or near water, such as those engaged in:
 - work on sewers and other drainage systems
 - work on canals and similar conversion projects
 - work in tunnelling

REMEMBER: Good Personal Hygiene is your best Defence!

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