



Toolbox Talk – ENV039

Topic/subject covered:

COSHH

A: Location and Presenter Details

Location of briefing:	MBH, Contractors canteen .	Company:	RCL
Name of presenter:	A. Kulsinkas	Position:	Site Manager
Date:	14.05.25	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/>

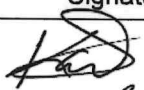


C: Employee actions – Briefing/toolbox talk must be given before work starts – Include main parts of the briefing/toolbox talk in the below section, including actions which must be taken and avoided (Do's and Don'ts)

[illegible]

Briefing/Toolbox Talk Record			
Topic / Subject:	Pedestrian Safety		
A. Location and Presenter Details			
Location of Briefing	MBH, Subcontractors canteen	Company:	RCL
Presenter:	A. Kulsinskas	Date:	15.05.25
Position:	Site Manager	Time:	08:00 am.

B. Details of Briefing	
Purpose of Briefing	
<p>People being hit or run over by vehicles is one of the main causes of workplace fatalities. By law, pedestrians and vehicles must be able to circulate safely in the workplace. Visitors may be especially at risk due to their unfamiliarity with the premises and the work activities. This briefing deals with the layout of the workplace and traffic routes to enable the safe movement of vehicles and pedestrians.</p>	
Hazards	
<ul style="list-style-type: none"> • Staff struck by vehicles leading to serious injuries. • Visitors struck by vehicles leading to serious injuries. • Dangers from reversing vehicles. 	
Reasons for Concern	
<ul style="list-style-type: none"> • As part of the risk assessment process, transport hazards should be identified and assessed. In conducting the assessment, the workplace itself should be evaluated with respect to the movement of vehicles and pedestrians and adequate control measures put in place to eliminate or reduce any risks found. Failure to do so can lead to incidents with serious injuries or death. • Controls should be a combination of physical measures such as road signage or markings and formal traffic management procedures such as documented traffic plans and site rules. A well-designed workplace will not only improve safety but also workflow and productivity. 	
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	
<ul style="list-style-type: none"> • Control pedestrians and vehicles entering the site, for example by use of barriers or access gates. • Ensure that if gates or barriers are to stay open they are adequately secured. • Eliminate the need for reversing, where possible. Consider one-way systems and drive-through loading and unloading areas, turning points, or if space is limited consider engineering controls such as turntables. • Segregate pedestrians from vehicles. Provide obvious separate footpaths or walkways for pedestrians. • Provide pedestrian crossing points which have good visibility for both the driver and the pedestrian. 	

<ul style="list-style-type: none"> • Ensure that pedestrians wear high visibility jackets or vests in areas where workplace vehicles are operating.
<ul style="list-style-type: none"> • Mark and signpost all vehicular and pedestrian traffic routes both internally and externally.
<ul style="list-style-type: none"> • Put in place appropriate speed limits for the site. The limit set should be based on risk assessment and take account of the route layout, the vehicles using the route and the loads being carried.
<ul style="list-style-type: none"> • Regularly clean and maintain all vehicular and pedestrian traffic routes, lighting, mirrors, and signage and route markings. Check that all signage is clearly legible and visible and that any external lighting is working.
<ul style="list-style-type: none"> • Ensure visiting drivers know the site rules and traffic management plan, who and where to report to, the layout of the workplace and the traffic route to be taken.
<ul style="list-style-type: none"> • Review the site layout periodically to take account of changes in work activities, traffic volume, type and circulation.
Key Points
<ul style="list-style-type: none"> • Control pedestrians and vehicles entering the site by use of barriers or access gates.
<ul style="list-style-type: none"> • Eliminate the need for reversing vehicles, where possible.
<ul style="list-style-type: none"> • Segregate pedestrians from vehicles. Provide obvious separate footpaths or walkways for pedestrians.
<ul style="list-style-type: none"> • Provide pedestrian crossing points which have good visibility for both the driver and the pedestrian.
<ul style="list-style-type: none"> • Ensure that pedestrians wear high visibility jackets or vests in areas where workplace vehicles are operating.

Briefing/Toolbox Talk Record				
Topic / Subject	Pedestrian Safety			
Location of Briefing:	MBH, Subcontractors canteen.	Company:	REL	
<p>We the undersigned fully understand of the contents of this briefing/toolbox talk. If we are unable to carry out our work safely we agree that we must immediately stop work and inform our line manager or supervisor</p>				
Date	Name	Position/Role	Signature	Briefing given by
15.05.25	R. O'Malley	Carpenter		A.K.
15.05.25	R. Kulsinskas	Carpenter		A.K.
<p>I confirm that the above delegates attended the above stated briefing/toolbox/training</p>				
Given by:	A. Kulsinskas	Position:	Site Manager	
Signature:				
<p>Please ensure that a copy of this briefing/toolbox talk/training register is sent to the Training Department at Head Office – jrl.training@jrlgroup.co.uk</p>				



PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: MBHS01

OPERATIVE NAME	HARD HAT	SAFETY GLASSES	HI-VIS VEST	GLOVES	EAR DEFENDER S/ PLUGS	DUST MASK FFP3	REASON FOR ISSUE / REISSUE				SIGNATURE	DATE
							New	Lost	Damaged	Wear and Tear		
D. Rasciclal				✓						✓		9.12.24
J. Smith				✓						✓		10.12.24
I. Sahota		✓				✓				✓		10.12.24
A. Kulsinskas		✓								✓		11.12.24
I. Sahota				✓			✓					24.02.25
J. Smith						✓	✓					26.02.25
K. O'Malley				✓						✓		13.05.25
R. Kulsinskas		✓		✓						✓		15.05.25
A. Kulsinskas				✓						✓		19.05.25