

Toolbox Talk – ENV001					
Topic/subject covered:	Environmental Awareness				

# A: Details of the briefing

Location of briefing:	MBH, site	Company:	RCL
Name of presenter:	A. Kulsinska s	Position: Site Manager	
Date:	11.04.25	Time:	08:00

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**

Caring for the environment is our moral and legal duty. It contributes to the efficient use of our resources and has the potential to enhance our reputation.

Failure to look after the environment can damage our reputation and may have financially damaging consequences to the business. Therefore, it is the responsibility of all staff and contractors to follow good environmental principles.

The briefing will detail the environmental hazards and incidents that can arise on construction sites and the control measures used to manage them.

# Hazards

The following are environmental hazards:

- Litter.
- Excessive waste.
- Incorrectly disposal of waste.
- Contamination of land or watercourses including fuel spills.
- Dust and fumes.
- Excessively polluting emissions from poorly maintained engines.
- Fire.
- Excessive use of energy.
- Wasting fuel.
- Purchasing products that are environmentally damaging when there are greener alternatives.

## Risk Level

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TN: BO-JRLG-BM-XX-FM-Z-0008 A1 C01	1 490 1011		Security: Public
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The following are potential and ca	ause environmental incidents:
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- Incorrect mixing of wastes which should be segregated.
- Failure to cover waste skips so that litter is blown around and off the site.
- Failure to maintain bunds so that oils or chemicals leak.
- An engine discharging black exhaust smoke.
- Leaking oil from a vehicle.
- Fire.
- Not meeting limits set within an environmental permit, e.g. keeping waste outside of the boundary
  of a permitted site, discharging sewage over and above a set limit.

#### **Control Measures**

- To the extent that it is relevant to your job role, understand waste storage, recycling, and collection rules.
- Put waste in the correct receptacles, recycling whenever the facilities allow.
- Do what you can to prevent litter on site, e.g. ensure skip lids are closed, cover loose material's, pick up litter, report major littering incidents.
- Never burn, bury or fly-tip waste it's illegal.
- If you are responsible for paperwork such as waste transfer notes, always complete these on time and compliantly.
- Avoid the purchase of unnecessarily environmentally damaging products take advice from environmental advisors/management as appropriate.
- Know where spill-absorbing and clean-up materials are located and know how to use them.
- Store materials carefully to avoid them running away, leaching or blowing away.
- If there is a spill of oil, chemicals or some other substance, take immediate action to limit its spread without putting yourself at risk. Then report it immediately to an appropriate senior manager.
- Be fire aware by removing combustible scrap and waste regularly from the work area to the proper containers.
- Follow site rules for dust suppression and wheel washing where applicable.
- Avoid unnecessary mileage, e.g. scheduling visits efficiently, sharing a vehicle where appropriate
  and using public transport in accordance with the company's travel policy.
- If you are responsible for the maintenance of vehicles ensure that they receive the maintenance inspections etc. required.
- Report any excessively polluting vehicles.
- Switch off lights when not in use.
- Use materials efficiently.
- Return over-ordered materials where practical.
- If you receive an environmental complaint record as many details as you can and pass it to an
  appropriate senior manager.



Suggest any improvements which could be made to reduce waste, pollution or energy use.

## **Key Points**

- All staff has a responsibility to look after the environment and to assist us in meeting our environmental objectives.
- Avoid unnecessary waste, and where something must be disposed of ensuring that you use the correct bin.
- Be aware of pollution risks including oils and chemicals which may contaminate land or watercourses, and litter that may escape from our site. Do what you can to help us to prevent these risks.
- Use energy, fuels, and materials efficiently.
- If there is an environmental incident or concern, be ready to respond without putting yourself at risk. Then report it immediately to a senior manager.

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)



					*GROUP ***
		Tool	box Talk – ENV00	)1	
Topic/subject covered: Environmental Awaren				ess	
Location of	briefing:	MBH, Site Company			RCL
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Given by: A. I confirm that			n: Site Manager e above stated brie	Signature:	/P V
	lease ensure that	at a copy of this b	oriefing/toolbox talk ead Office – <u>irl.tra</u> i	/training regist	ter is sent to the



Toolbox Talk						
Briefing/Toolbox Talk Record						
Topic / Subject:	Work Pressure					
A. Location and Pre	esenter Details					
Location of Briefing	MBH, site Company: RCL					
Presenter:		Date: 10 · 04 · 2.5				
Position:		Time:	08:00			
B. Details of Briefin	9					
Purpose of Briefing						
Work pressure is necessary cope with can lead to personal relationship	cessary to maintain motivation. However, o stress. If left unchecked stress can be o os.	that which is too lamaging to hea	o great for the individual to lth and affects work and			
Hazards						
Hazards which cause	e work-related stress are known as "stres	ssors". These inc	clude factors associated with:			
The physical environment, e.g. temperature, noise, awkward workstation layout, lack of cleanliness, poor lighting, overcrowding, isolation, poorly maintained equipment, etc.						
<ul> <li>How the job is organised, e.g. repetitive work, lack of opportunity, time pressure, disruptive shift patterns, workload (excessive or insufficient), long hours, understaffing, lack of training, intellectually demanding work, heavy manual demands, quality demands, being spread too thin, conflicting priorities, lack of support, ambiguity of role.</li> </ul>						
<ul> <li>The organisation, including: management structure, management style, values, opportunities to participate and control work, communications, relationships with colleagues, attitudes and behaviours, opportunities for self-development and organisational change.</li> </ul>						
THE PROPERTY OF THE PARTY OF TH	Reasons for Concern					
Stress can lead to high blood pressure, anxiety and depression. It can affect personal relationships and cause individuals to increase unhealthy habits such as smoking and drinking. If stress is prolonged, individuals can suffer severe mental illness, stroke or coronary heart disease.						
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> <li>By maintaining an open dialogue between managers and colleagues, and supporting each other when pressure is high, individuals are less likely to suffer from stress.</li> </ul>					
<ul> <li>Managers have the primary responsibility for managing the workloads of their teams and ensuring that the right work environment is provided to support their staff, but individuals can help themselves in the following ways:</li> </ul>						

Many people fail to plan ahead and run close to deadlines. Avoid putting yourself under unnecessary pressure. Think ahead and work at a steady pace



- \* Break down larger projects into small achievable sections and schedule them into the available time. By planning ahead in this way you'll identify at an early stage if you need help and there will be time to ask colleagues or your manager for assistance
- Accept that you cannot do more than one thing at a time. Concentrate fully on the task in front of you and then move on to the next
- \* Make time for regular exercise and hobbies, and time off
- \* Try to eat healthily rather than resorting to high fat foods, caffeinated drinks and alcohol
- \* Try to avoid getting extremely angry or frustrated. Expressing sentiment with extreme words for example can make things worse. Find safe ways to release your anger
- \* Try not to waste energy worrying about things which are outside of your control
- \* Accept that you are doing your best and that you will sometimes make mistakes. Making mistakes help us to learn and do better next time.

### **Key Points**

- If left unchecked stress can be damaging to health and affects work and personal relationships.
- Keep an open dialogue with your manager and colleagues. By supporting each other when pressure is high, everyone is less likely to suffer from stress.
- If a piece of work is worrying you, break it down into smaller sections. Plan it into your diary and ask for assistance with those parts which are outside of your capacity or comfort zone.
- Concentrate on one thing at a time and give it your full focus.
- Maintain healthy habits when under pressure including exercising, eating healthily and taking sufficient rest.



Briefing/Toolbox Talk Record							
Topic / Subje	ct	Work Pressu	re				
Location of Briefing:		MBH, site.			Company:	RCL	
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							
Date		Name			e	Briefing given by	
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I confirm that the above delegates attended the above stated briefing/toolbox/training							
Given by: A.Kulsinskas		Po	Position: Site Manager		nager		
Signature:		g/ )					
Please ensure that a copy of this briefing/toolbox talk/training register is sent to the Training Department at Head Office – <a href="mailto:jrl.training@jrlgroup.co.uk">jrl.training@jrlgroup.co.uk</a>							