

Briefing/Toolbox Talk Record			
Topic / Subject:	Using a Ladder		
A. Location and Presenter Details			
Location of Briefing	Contractors Canteen	Company:	RCL
Presenter:	A. Kulsinskis	Date:	08.05.25
Position:	Site Manager	Time:	08:00
B. Details of Briefing			
Purpose of Briefing			
The following briefing addresses the key risks and control measures to employ when using a ladder in the workplace. The aim of this briefing is to ensure that all staff are fully aware of the potential risks associated with ladder use and what they should do to minimize the chances of an accident.			
Hazards			
<ul style="list-style-type: none"> <li>Falls from height caused by unstable ladders.</li> </ul>			
<ul style="list-style-type: none"> <li>Ladders erected at the wrong angle.</li> </ul>			
<ul style="list-style-type: none"> <li>Ladders unsecured.</li> </ul>			
<ul style="list-style-type: none"> <li>Faulty ladders.</li> </ul>			
<ul style="list-style-type: none"> <li>Misuse of ladders.</li> </ul>			
Risk Level			
The following are potential incidents that can result if the risks associated with ladder use aren't addressed:			
<b>Falls from height.</b> Accidents, sometimes with fatal results, can be caused by:			
<ul style="list-style-type: none"> <li>A ladder erected at the wrong angle and not tied off.</li> </ul>			
<ul style="list-style-type: none"> <li>A ladder erected on an unstable or greasy surface.</li> </ul>			
<ul style="list-style-type: none"> <li>Ladders in poor condition, with missing rungs/broken stiles, or so that rungs break when climbing.</li> </ul>			
<ul style="list-style-type: none"> <li>Incorrect climbing technique.</li> </ul>			
<ul style="list-style-type: none"> <li>Overreaching whilst working from a ladder.</li> </ul>			
<ul style="list-style-type: none"> <li>Using a ladder instead of other means of access.</li> </ul>			
<b>Dropping of loads.</b> Causing injuries to others in the vicinity.			



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

- Ladders should only be used for short duration work when no other means to carry out the task is feasible.
- Ladders should be erected so that they are one unit out at the base for four units up in height and must always be securely tied off at the top.
- Ladders should only be erected on a firm base.
- The condition of ladders should be inspected before use.
- Use both hands on the rungs and always face the ladder when climbing or descending.
- Never overreach from ladders - get down and move them.
- Do not carry loads up ladders - use hoists or another alternatives.
- Ensure the work area is free from obstacles, and use barriers to prevent people walking into the working area.

Key Points

- 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.
- Only industrial class ladders should be used, which are in good condition (no missing/broken rungs, split stiles, etc.)
- Ladders should be inspected before use.



RN: BO-JRLG-SM-TBT-FM-Z-0019	Page 3 of 3	Suitability: A1	Rev: C02
TN: BO-JRLG-SM-SHE-FM-Z-0013			Security: Internal



Toolbox Talk – ENV028

<b>Topic/subject covered:</b>	Be a good neighbour
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**A: Location and Presenter Details**

<b>Location of briefing:</b>	Contractors Canteen	<b>Company:</b>	RCL
<b>Name of presenter:</b>	A. Kulsinkas	<b>Position:</b>	Site Manager
<b>Date:</b>	09.05.25	<b>Time:</b>	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)

<b>Purpose of Briefing</b>
Many of the local community will regard construction works in their neighbourhood with great concern.
Public concern of construction includes noise, dust, road closures, increased heavy traffic and disruption to normal life.
Being a good neighbour means to act with consideration for all those who live and work in the area surrounding the construction site to minimise their inconvenience.
<b>Control Measures</b>
<ul style="list-style-type: none"> <li>• Be polite and considerate to the public at all times</li> <li>• Take notice of any complaint made by a neighbor and pass it on to a line manager</li> <li>• Only use approved routes to access the site</li> <li>• Minimizing reversing vehicles as much as possible</li> <li>• Use only designated parking areas, and always park vehicles with consideration for the needs of other</li> <li>• Keep dust and noise to a minimum</li> <li>• Always close any noise reducing engine covers while plant is in use</li> <li>• Direct site and activity lighting away from neighbouring properties</li> <li>• Tell a line manager if rubbish bins or skips are full or nearly full</li> <li>• Do not park vehicles in a way obstructs driveways to neighbouring properties</li> <li>• Do not park on pavements, footpaths or bridleways</li> <li>• Do not trespass on neighbors land</li> <li>• Do not shout on site or have noisy radios on</li> <li>• Do not shout or whistle at passers by</li> </ul>



<ul style="list-style-type: none"> <li>Do not drop litter or leave sites and surrounding areas untidy</li> </ul>
<ul style="list-style-type: none"> <li>Do not leave gates to the site open</li> </ul>
<ul style="list-style-type: none"> <li>Do not drag mud onto the roads outside the site by ensuring vehicle wheels are clean before leaving</li> </ul>
<b>Key Points</b>
<ul style="list-style-type: none"> <li>Avoid prosecution: if any problems being caused by dust or noise are not satisfactorily resolved the local authority can take action against the site</li> </ul>
<ul style="list-style-type: none"> <li>Avoid prosecution: if neighbours make a complaint about work on site exceeding the agreed hours the local authority can take action against the site</li> </ul>
<ul style="list-style-type: none"> <li>Avoid programme delays: if neighbours make a complaint about dust or noise nuisance the local authority can stop works, which leads to delays</li> </ul>
<ul style="list-style-type: none"> <li>Reduce costs: if good relations can be established with neighbours, many issues such as access to site, material deliveries and working hours can be improved through friendly negotiation</li> </ul>
<ul style="list-style-type: none"> <li>Public Relations: Being a good neighbour creates a positive image for a company and the industry</li> </ul>

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