National Federation of Demolition Contractors
Voice of the Global Demolition Industry

TOOLBOX TALKS 1 - 20
GUIDANCE NOTES

Table of Contents

Accident Prevention

You may wish to use this sheet as an aid memoir to your own words or simply read from it directly. Please give emphasis to the words or phrases in ***italics***, as these are important points.

Accidents are unplanned and unwanted occurrences. They can happen at any time and in any situation or location and most importantly to ***anybody***. This most certainly means ***you*** here today and because we work in an industry (construction in general) that has a high instance of accident and incident per number of workers employed, we need to do everything in our power to reduce that risk.

Firstly, we need to be able to identify any significant hazards, both real and perceived. This means knowing what we are expected to do work wise, what plant and equipment we will be working with or around and where and for how long we will be working also. The most common hazards on any demolition job will most certainly be among the following:

- 'Live Services'
- Demolition plant and vehicles demolishing, tracking and moving around us
- Falling debris or ejected pieces of material
- Uneven ground, voids, cellars, open ducts and manholes
- Blocked passageways, damaged stairs, overhanging brickwork etc.
- Damaged/faulty equipment
- (Give any other relevant examples related to the job you are on)

These are physical hazards because we can see them, and in many cases feel them. We may also be able to witness some hazards forming as the demolition machines begin to take down a building, as rubble is allowed to drop to the ground. However, these are by no means the only hazards likely to be present. The most common cause of accident occurrence is ***man-made***.

Attitude, vigilance and approach are three key components to working safely. If you have a bad attitude to safety and others, it is unlikely that you will take notice of safe working principles and will invariably ignore signs, notices, warning devices, instructions etc. If you are not alert or vigilant, you will almost certainly miss warning signs of an impending accident, fail to spot the mistakes of others and usually put yourself and possibly others in danger. If your approach to carrying out a job is flawed, in other words you don't really know or care about what you are doing or how to do it correctly, catastrophe will strike and preventing an accident happening will be unlikely.

Wherever there are hazards, there need to be controls over reducing or eliminating them in order to prevent yourself or others feeling their effects. The saying '***Prevention is better than cure***' might be old hat, but it still rings true. Placing a control is as simple as saying that today is going to be accident free because all plant and machinery will be separated from pedestrian by barriers, no people movement will be allowed unless all plant and vehicles are at a dead stop and locked off safe, as well as all partially reduced structures being left in a safe and stable condition.

Everyone will wear the obligatory PPE, and where necessary RPE, warning signs will be displayed in prominent positions, the site boundary will be securely fenced and no visitors will be allowed onto site unless they have been inducted and have an escort at all times. (Add any specific rules or conditions of work to finish off with).

STAY SAFE, BE VIGILANT, STICK TO AGREED WORK ARRANGEMENTS, REPORT ALL POOR OR UNSAFE PRACTICES AND LET'S GO HOME TONIGHT UNINJURED AND HEALTHY!

Drugs and Alcohol

You may wish to use this sheet as an aid memoir to your own words or simply read from it directly. Please give emphasis to the words or phrases in ***italics***, as these are important points.

As part of my duties I have to inform you that this company operates a drug and alcohol free site. Effectively this means that anyone who has taken any such substance will not be allowed to work on site and that following this toolbox talk, if you are found to be under the influence of either substance you will be suspended from work immediately, subject to an investigation and possible, further disciplinary action. If anyone present needs to take any form of medication for an ongoing medical condition, please see me in confidence after this session.

It is important to know the reasoning behind a ban on drug and alcohol use on site. Despite the fact that most of us enjoy a drink during our social hours and some partake in so called recreational drugs, the effects of both, but in particular alcohol, are likely to ***slow down our reactions*** by interfering with normal brain functions. Our work places are often perceived to be among those considered as hazardous and not without risk, which I think we can all agree is true the majority of the time, if not always.

Therefore, if we are under the influence of either drugs or alcohol, our perception of danger is likely to be lessened which may cause us to be reckless or irrational. If we are required to work at height or operate machinery, the danger is much more acute. We need our faculties about us and to stay alert in order to prevent injuries to ourselves and others.

A lot of information is available on line and elsewhere regarding the effects of drugs and alcohol. You are trusted to use your own judgment and common sense in determining whether you are in a fit to attend site. You should also be aware of what constitutes being over the legal limit, which is now changing, and how alcohol it takes to start affecting your normal functions.

Each individual may react differently, however, if you consider that it takes ***approximately 2 hours for one pint of low-strength beer to leave your system***, then it will be 16 hours before your body breaks down 8 pints. This means that if your expected work start is 7.30am, not only will you be over the drink drive limit, you'll also be unfit for work. Now that's a sobering thought!

So you can see that even your social activities can have a detrimental effect on work, particularly if you have a company vehicle and are expected to pick others up and bring them to site. The penalties for driving under the influence are extremely severe. The police routinely stop motorists in the morning, particularly work vans, and if found to be over the legal limit, the fines and bans are very heavy, with the conviction staying on your licence for 11 years and insurance for commercial vehicles becoming almost impossible to renew without a large increase in premiums. In addition, you are likely to lose your job, and therefore income.

Some of our clients - (If it is a company policy, state this now) – insist on random drugs and alcohol testing as part of their policy and we are obliged to inform you of this fact. Keeping to a sensible level of alcohol intake, as well as bearing in mind that most drug use is illegal, will ensure that you always have a clear head and have no concerns regarding substance use.

THANK YOU FOR YOUR ATTENTION!

‘Live Services’ Awaiting Termination and/or Disconnection

You may wish to use this sheet as an aid memoir to your own words or simply read from it directly. Please give emphasis to the words or phrases in ***italics***, as these are important points.

(Start the talk off by explaining the current status of services as you know them to be today)

On this site we have the following ‘live’ services (explain their position/location on a drawing or sketch).

Where these service runs are located close to the surface and/or above head height, there will be an exclusion zone in place to prevent heavy plant and vehicles running over or under them unless adequate safeguards are in place to reduce the risk of damage or contact. Those safeguards or control measures may be ground bearing plates etc. to spread weight, or props and a banksman to direct under overhead cables. If not already in place, there will be physical barriers installed to mark the areas. In all instances you will report to me (if you are the supervisor or manager etc.) prior to carrying out any such manoeuvre.

The movement of all plant and vehicles around this site will only be undertaken under the full knowledge of the site management team. Where a risk assessment has identified the risk of damage or contact to the service, boxes, cables, pipes, heads or fittings, adequate and suitable protection shall be erected or placed around them. ***If in any doubt as to the status or condition of any services, stop and ask before proceeding.***

When carrying out the soft strip of materials, you must check with (supervisor or manager’s name) before cutting or ripping out cables, pipes, heating, lighting etc., particularly if it is wall mounted. Check that fire and/or alarm systems are not affected. If we are operating a permit to work, ensure that they are signed off and completed before commencing.

If you are required to carry out any excavations, remove structures or foundations in the ground, you must keep back at ***least 1 metre from any known service run***. Where there is any ambiguity or doubt regarding the exact location of these service runs, you will hand dig in the affected area until you locate those runs and/or eliminate the possibility of hitting them.

(To machine operators) In the event that you make contact with overhead or underground electricity power lines, ***do not leave the safety of your machine*** until the power has been cut and the all clear has been given.

(To all operatives) Hot cutting, cutting with a disc cutter or naked flames, including smoking, will not be allowed in the vicinity of any 'live' gas supply. The use of water or any other liquid dust suppressant system will not be allowed in the vicinity of any 'live' electrical supply.

If you have been trained to use a CAT scan machine, do so at every occasion prior to moving plant and equipment into an area, digging below ground and in every event where there is uncertainty. Look for tell-tale signs of services in the area, trace back cables and pipes to their entry/exit point into the structure or to distribution boxes and flanges etc. Presume that all services are 'live' until proved otherwise. Stop all others from contact with presumed or known 'live' services, report all suspicions and poor practice.

BE VIGILANT AND ALERT TO POTENTIAL DANGER, STOP WORK AND SECURE THE AREA IF YOU UNCOVER WHAT YOU BELIEVE TO BE 'LIVE' SERVICES AND REPORT THEM TO THE SITE MANAGEMENT TEAM IMMEDIATELY.

COSHH - Control Of Substances Hazardous to Health

You may wish to use this sheet as an aid memoir to your own words or simply read from it directly. Please give emphasis to the words or phrases in ***italics***, as these are important points.

COSHH stands for the ***control of substances hazardous to health***. Every demolition site contains substances or materials that come under the COSHH regulations. This site is no exception to that rule. Everyday substances that we may take for granted fall into this category, which include, but are not limited to;

- Diesel and petrol fuels
- Oils and other lubricants
- Cleaning materials (i.e. bleach, surface sprays, paint strippers, solvents etc.)
- Paints and varnishes etc.

Not forgetting that the asbestos removal operatives also handle and use substances that come under COSHH, which are;

- Spray tack and other adhesives
- Fog canisters for enclosure leak testing
- Some artex removal substances etc.

All COSHH materials are recorded on a register which is published and updated regularly as more information or changes are made to each substance. These are then slotted into categories and allotted individual symbols to visually recognise their properties easily. Under a recent change to these symbols they are now classified as the following – (Hold up attached sheet and run through each symbol and its meaning).

Wherever these symbols appear you will know that the substance they are referring to ***can be hazardous to your health unless handled, used and stored correctly***. It is important that you understand the nature of any risk to yourself when dealing with any COSHH related substance. There will be available a COSHH data sheet that each manufacturer has to provide free of charge by law to the user.

On these data sheets will be information regarding the substances properties, its classification i.e. symbol, the control measures needed to either contain it or to keep you safe and how to dispose of it. Under no circumstances should you attempt to handle any substance, irrespective of what you think it might be, if you do not know exactly what it is, if it exhibits a COSHH symbol but no data sheet, or if no identifying label or symbol is visible. What you do need to do is to leave the container where it is, barrier or seal it off and report immediately its whereabouts to the site management team.

004 Toolbox Talk

When handling or using any COSHH related substance you will be required to wear the appropriate PPE and RPE that will be listed as part of the control measures necessary to keep you safe and healthy. After use or handling you must ***always wash your hands*** and in the case of vaporous substance ***wash around the mouth area prior to eating, drinking or smoking***.

Some COSHH substances which are extremely hazardous will have additional important safety information for you to follow and this may involve the maximum dose you can be exposed to and the maximum time you can safely work with it. In fact quite a few substances fall under a regime that is called time and dose related, and if exceeded can lead to chronic or acute health problems.
If unsure about any substances, ask before handling.

Some important points to remember about working with COSHH substances;

- Keep the work area clean and avoid spillages of any kind.
- If you feel ill or faint, stop work and seek fresh air then report your concerns
- Check data sheets and other information to see how long you can safely work with a substance
- Check what PPE or RPE you will need, better still, can you substitute for one that is safer?
- Don't handle, use or work near harmful substances without having had the correct training.
- Avoid any situation that may put you in harm's way and make sure all others are informed too.

(It will be beneficial if you can scan and print these symbols for handouts and to be displayed on your notice board or canteen wall).

Identify and explain each symbol. Try to link up these substances or materials that are present on your current job and the likely scenarios in which employees may encounter them.

What do the COSHH symbols mean?

 Dangerous to the environment	 Toxic	 Gas under pressure
 Corrosive	 Explosive	 Flammable
 Caution – used for less serious health hazards like skin irritation	 Oxidising	 Longer term health hazards such as carcinogenicity

Dust generated through Work Practices

You may wish to use this sheet as an aid memoir to your own words or simply read from it directly. Please give emphasis to the words or phrases in ***italics***, as these are important points.

There are two main types of dust on a demolition site that can be harmful to your health. The 1st is ***Silica Dust*** which is a natural substance, but also present in concrete and mortars. When broken into fine particles it is often referred to as 'Respirable Crystalline Silica' which can be produced as a direct result of grinding, cutting and drilling.

The 2nd is ***Non-Silica Dust*** which may be found in construction products such as gypsum, cement, limestone, marble and dolomite. It may also be mixed in with Silica if cutting bricks, for example. Anyone who regularly breathes in these dusts should know the damage that they do to your lungs and airways. The main dust related diseases affecting construction workers are;

- Lung cancer
- Silicosis
- Chronic Obstructive Pulmonary Disorder (serious long term lung damage)
- Asthma

The most common ways in which we produce dust on our sites are from cutting with high powered cut off saws, grinding, scabbling, breaking and taking apart structures either by hand or with the demolition rig. We can also generate a lot of dust just by sweeping hard surfaces. Not only is dust a ***hazard to your health***, it is also a ***statutory nuisance*** under Part 111 of the Environmental Protection Act 1990, and as such we can be prosecuted if we fail to control it. There are a number of ways in which we can control the generation of dust on our sites using what is termed as '***Engineering Controls'***.

One of the most effective is to '***damp down' using water***, either as a knock down spray or saturation of an area prior to starting work. Knock down sprays are probably the most affective as they can be applied directly onto any dust particles thus making them too heavy to stay air bound. ***Saturation*** is obviously something that needs to be thought out because water runoff can also be a serious cause of damage to adjacent retained structures, as well as being a slip hazard.

Other forms of control may involve simply ***eliminating dust*** altogether by the use of tools and equipment that do not produce dust in the conventional way, through cutting, grinding etc., to lift out whole of break in situ etc. ***Enclosing*** an area by sheeting and screening can control the spread of dust or using a form of ***extraction ventilation*** to remove dust at the source.

Whichever method is chosen it must be used correctly and the results monitored to ensure it is working efficiently. If you observe any failure in any system that has been chosen to reduce dust, either as a harmful substance to you and your fellow workers, or to prevent statutory nuisance, you must report those concerns immediately to the site management team.

Where there is risk of dust being generated and irrespective of the 'engineering controls' in place, you will be required to wear personal protective equipment. This means a face mask to at least P3 standard, fitted with a filter designed for solid particles. ***If you have not been 'face fitted'*** for the mask you have been issued with, you must tell me now (take appropriate steps to rectify if necessary). If you have to wear this mask for extended periods of time during your work schedule, you must also be aware that the recommended continuous wear time is ***only 1 hour***, and therefore we need to ensure that you can be given a break from that work activity and assigned another task until it is appropriate to resume.

REMEMBER: exposure to dust is like other harmful substances, it is ***dose and time related***. The longer you are exposed to it and the greater the quantity the more likely you are to be affected. Even if you are protected this may not apply to anyone working around you so you should always consider how and where you are working and what effects it may have on others around you.

Fire Precautions and Extinguishers

You may wish to use this sheet as an aid memoir to your own words or simply read from it directly. Please give emphasis to the words or phrases in ***italics***, as these are important points.

Each year fires on construction sites and sites undergoing refurbishment are responsible for millions of pounds of damage and whilst serious fires on demolition sites may be rarer, they can still have severe consequences. The law requires that a responsible person must carry out, and maintain the upkeep of, a risk assessment as well as implementing the appropriate measures to minimise the risk to life and property from fire. That person on a demolition site is usually the principal or controlling contractor who is on site (state yourself or relevant organisation).

There are a number of activities which we carry out regularly and these activities could pose a fire risk. (This is a good opportunity to ask your audience to name a few) – Some of those activities are as follows;

- Hot cutting - oxy propane or using a disc cutter etc. that creates sparks
- Welding and or grinding
- Hot exhaust from machines or equipment
- Friction caused from attachments rubbing, cutting or grinding
- Heaters or arc lights
- Naked flames
- Smoking
- Sunlight

So if we know that a fire could be started from any of these activities we need to put into place measures to eliminate or reduce said risk. A fire needs three elements to start (ask your audience to name them first) – these being heat/ignition, fuel and oxygen, and when started requires just oxygen and fuel to continue and grow. If we remove any of these, the fire will go out. However, 'prevention is always better than cure' so we need to make sure that the fire cannot start to begin with.

This means that we must clear away all flammable materials on a regular basis to prevent build up, which in turn increases risk. What we are mainly talking about here is that which is generated as a result of the 'Soft Strip' process. Getting it out of the building and into the waste skip is the safest route to take. If we cannot physically remove it from the building, we must ensure that it is stored in a safe and secure location, away from any heat source, site boundary line or fuel storage areas. A suitable number of adequate firefighting appliances must be stationed close by for immediate use if necessary.

If in the event that a fire does start there are certain actions we need to take (ask audience for suggestions) – These are as follows;

- Firstly we need to raise the alarm, making sure everyone is informed and evacuating the building.
- Someone, usually the fire marshal or supervisor, must call the fire brigade to alert them.
- Everyone must go to the muster point and be checked off from the site register to ensure everyone is present.
- The supervisor will then assist the fire chief with any relevant information.
- Everyone must wait to return to work until it has been declared as safe to presume.

Between 1 & 2 it may be possible that on discovery of a fire, if safe to do so, to fight the fire and put it out using the correct fire extinguisher for the material alight, but only if you feel competent to do so. This means that you have had fire training and awareness of such to be able to do this safely and correctly. Knowing what fire extinguisher to use on what type of fire is critical to safety, so if you are at all unsure, leave the premises immediately by the safest route, taking others with you.

DO NOT UNDER ANY CIRCUMSTANCES TRY TO FIGHT THE FIRE IF IT IS UNSAFE TO DO SO.

Know your fire extinguishers, if you do not know which fire extinguisher does what, ask me now to explain each one. (You would be advised to identify each class of fire and which extinguisher to use by indicating to below);

Classes Of Fires	Types Of Fires	Picture Symbol	Extinguisher
A	Wood, paper, textiles, etc		Water Foam Spray ABC Dry Powder Class F Wet Chemical
B	Flammable Liquids		Foam Spray ABC Dry Powder
C	Flammable Gases		ABC Dry Powder
D	Metal		Class D Powder
F	Cooking Oli and Fat fires		Class F Wet Chemical
	Electrical		ABC Dry Powder Carbon Dioxide

- Water –Usually coloured all red, or with a red band.
- Foam – Generally with a cream coloured band, but can be all cream coloured.
- CO_2 – Black band, but can be all black.
- Dry Powder – generally with a blue band.
- Wet Chemical – Yellow Band

Compressed Gas Cylinders – specifically Oxygen

You may wish to use this sheet as an aid memoir to your own words or simply read from it directly. Please give emphasis to the words or phrases in ***italics***, as these are important points.

On this site we have a number of compressed gas cylinders, of which include Oxygen cylinders.

Oxygen is colourless, odourless and tasteless as well as being non-toxic at atmospheric pressure. At normal atmospheric pressure, oxygen makes up approximately 21% of the air we breathe, and so it is may be difficult to get your head around the fact that it can be dangerous under certain circumstances. Oxygen vigorously supports combustion, though it will not burn itself. It is extensively used in conjunction with fuel gases for cutting, wielding, soldering and brazing. Too much oxygen will enrich the atmosphere that even a ***small increase to 24% can make it easier to start a fire***, burn hotter and make it virtually impossible to extinguish. Oxygen rich atmospheres can be created as a result of a leaking hose, connection or valve and when working in a confined space or poorly ventilated room can create a very dangerous situation. ***Always check connections, hoses and equipment for any leaks making sure that joints and fittings are securely fastened prior to use.***

Oxygen is stored in cylinders that are black in colour with a white shoulder as ***shown opposite***. They are pressurised to around 3000Psi, which can be thought of as a small bomb which must be handled with care to prevent any damage occurring. Cylinders should always be kept upright when in use and preferably chained to a purpose built trolley to move them.

The following points should always be adhered to;

- Never roll cylinders along the ground, or let them fall over/be dropped.
- Never use them to inflate tyres etc., or clean off dusty clothing.
- Never let the cylinders or any of the relevant equipment come into contact with grease or oil, as this can create explosions and ignite on contact.
- Never smoke when using oxygen equipment.
- Never leave the valve open when the cylinder is empty as this may produce water vapour

Remember to;

- Keep cylinders and equipment clean and free from grease/oils, as well as your hands and clothing.
- Always open the cylinder slowly and carefully, snifting the top valve before connecting up.
- Always use in well ventilated areas, check fire escapes are clear and relevant fire extinguishers are present.
- Always use equipment that is specifically designed for use with oxygen.
- Always store in a secure area, at least 3metres away from the site boundary, welfare facilities and heat sources.
- Always think about what you need to do, and assess any risks prior to commencement of work.

REMEMBER! AN OXYGEN CYLINDER HAS THE POTENTIAL TO BE A MINI BOMB!

Compressed Gas Cylinders - specifically Propane

You may wish to use this sheet as an aid memoir to your own words or simply read from it directly. Please give emphasis to the words or phrases in ***italics***, as these are important points.

On this site we have a number of compressed gas cylinders, some of which include Propane Cylinders.

Propane is a colourless and odourless gas and a by-product of crude oil or extracted direct from the North Sea. ***An odourising agent is added to the gas*** to help identify its presence if released. Propane in its liquid form is half as heavy as water and therefore the cylinder will float. However, in its gaseous form it is approximately ***twice as heavy as air*** and is released will sink down to the lowest level and settle. That means that if you are working in a basement or cellar, for example, and a leak occurs, there is a very real danger that an explosion of severe fire could occur putting you in an extremely dangerous position. On the flip side to this, rapid vaporising of the liquid ***can cause cold burns*** if in contact with your skin. Constant and heavy use of the gas when cutting for example, often creates an icy film around the top of the bottle and whilst this in itself is not hazardous, it can cause the liquid to solidify and cut off the flow of gas to your cutting torch. If this happens, do not attempt to heat up the bottle with any heat source. Allow the bottle to reach normal atmospheric temperature by itself.

Propane is known as LPG (Liquid Petroleum Gas) and forms a flammable mixture in the air of between 2%-10%, so leaks in the equipment can be a hazard because the gas will spread rapidly, generally concentrating around mid-height to ankle height. If ignited, the flame will almost certainly travel back to the source and that may be where you are standing. A further consideration is that a high concentration, when mixed with air, can act as an anaesthetic and subsequently ***an asphyxiate gas by diluting the available oxygen and forming carbon monoxide***. In a confined space this can be fatal if it is not identified quickly. When in use, the cylinder should always be kept in an upright position to allow the liquid to gas off and be drawn into the cutting/heating equipment.

Propane cylinders are under pressure at around 7 bar (100psi) with enough pressure to require careful handling and storage.

Cylinders (bottles) should be stored upright in a secure and well ventilated area, away from the site boundary, heat sources and other compressed gas containers, non-fuel related. The only occasion that a fuel gas, such as an oxygen cylinder, should be stored close is when both are connected ready for use or in use.

AT ALL OTHER TIMES THEY ARE TO BE STORED AT LEAST 3 METRES APART!

If a propane cylinder is in use as a heating gas to the welfare facilities, the cylinder must be ***kept outside at all times***. An important point to remember with all gas cylinders is that they are never truly empty, as is within a propane cylinder where there will always be vapour. When there is insufficient pressure in the cylinder to be of use, make sure that the valve is kept shut and not left open.

Propane gas is one of the safest gases in use today. Make sure it stays that way by following this safety message outlined today.

IF IN ANY DOUBT ABOUT USING PROPANE EQUIPMENT SAFELY,
ASK QUESTIONS FIRST.

Dermatitis

You may wish to use this sheet as an aid memoir to your own words or simply read from it directly. Please give emphasis to the words or phrases in ***italics***, as these are important points.

Dermatitis is a skin disease and therefore reportable under RIDDOR 2013 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) of which the law states 'The responsible person must report within 15days, on the approved form (F2508), any workplace accident resulting in an injury that prevents a person from coming to work, or carrying out their normal type of work, for more than seven consecutive days.' It is a painful disease that can be avoided by taking simple but important precautions to protect yourself. The symptoms of the disease are dryness, itching and redness which if unchecked can develop into ***flaking, scaling, cracking, swelling and blistering of the skin***. Dermatitis commonly occurs on the hands, but can develop anywhere on the body.

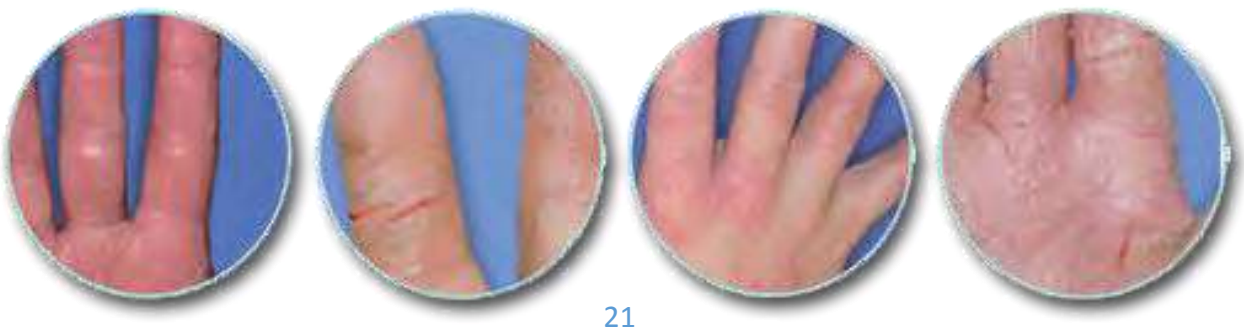
There are three ways in which Dermatitis may develop;

- The skin is allergic to a chemical or substance and will react immediately.
- The condition may start off very slightly and will gradually worsen as the bodies healing properties are worn down i.e. loss of natural oils under the skin.
- The body's natural protection fails completely and becomes 'sensitised'. This generally happens as a result of working with a chemical or substance for a number of years, with the bodies tolerance lessening until only a trace can trigger the condition.

For instance;

- Painters with paint and solvents
- Road constructers with asphalt, roofers and tar sprayers with bitumen
- Concrete gangs, brick layers and labourers with cement
- Fitters with fuel, oils and grease
- Ourselves when handling unknown materials without gloves.

Luckily, dermatitis can easily be avoided by following a few ***personal hygiene*** rules. These include ensuring that you ***wear gloves*** when carrying out work activities, changing work wear regularly to avoid cross contamination and/or taking home any contaminates attached to clothes etc., ***washing your hands*** (arms and wrists if exposed) with warm soapy water and drying thoroughly before eating, drinking or smoking.



Other physical actions can greatly reduce or even eliminate the risk of getting dermatitis altogether, which include but are not limited to;

- Consulting with COSHH data sheets and applying the control measures as recommended
- Wearing the correct and appropriate PPE and or RPE
- Using ***barrier creams*** on hands and arms as a matter of habit, ***checking skin*** for tell-tale signs
- Making sure your supervisor knows if you already have an allergy or are sensitive to certain substances or chemicals etc.
- Keeping work places clean and clear to avoid skin contact
- Using cleaning agents that can reduce or eliminate skin conditions arising
- Seeking medical assistance quickly if you think you may have a problem

Remember personal hygiene is your responsibility and you can avoid ever contracting dermatitis by taking ***sensible precautions and working safely and responsibly***.

IF IN ANY DOUBT ABOUT WORKING WITH OR HANDLING ANY SUBSTANCE OR CHEMICAL ASK YOUR SUPERVISOR FOR ADVICE.

Hand Arm Vibration Syndrome (HAVS)

You may wish to use this sheet as an aid memoir to your own words or simply read from it directly. Please give emphasis to the words or phrases in ***italics***, as these are important points.

Hand Arm Vibration Syndrome, also known as 'Raynaud's Disease' is usually associated with the use of vibration inducing tools such as pneumatic/electric demolition picks, drills, grinders and heavy breakers. However, don't be lulled into thinking that these are the only tools which may cause HAVS. Prolonged use of chainsaws, disc cutters, small hammer drills, concrete scabblers, sanders and compaction equipment can also put you at risk.

In addition, old and worn heavy plant or operated construction plant which are not adequately designed to eliminate or reduce vibration can add to the risk of HAVS and/or contribute to ***'whole body vibration'*** exposure.

Hand Arm Vibration is the cause of significant ill health - a painful and disabling disorder of the blood vessels, nerves and joints. ***HAVS is preventable*** by taking simple but important precautions. If you allow yourself to become exposed to HAVS, the damage may easily become permanent.

To protect yourself you should;

- Ask to use suitable low-vibration tools.
- Always use the right tool for each job, which will make for more efficient work practices too.
- Check tools before using them to make sure they have been properly maintained and repaired to avoid increased vibration caused by faults or general wear.
- Make sure cutting tools are kept sharp so that they remain efficient.
- Reduce the amount of time you use a tool in one go, by doing other jobs in between.
- Avoid gripping or forcing a tool or work piece more than you have to.
- Store tools so that they do not have very cold handles when next used.
- Encourage good blood circulation by:

    - Keeping warm and dry - when necessary, wear gloves, a hat, waterproofs and use heating pads if available.
    - Giving up or cutting down on smoking as smoking reduces blood flow
    - Massaging and exercising your fingers during work breaks.

You should also ***learn to recognise the early signs of HAVS*** and check your hands on a regular basis for blanching of the finger ends as well as tingling or numbness. Other signs are loss of strength in your hands, reduced feeling/not being able to feel with your fingers and in cold/wet conditions, your fingers becoming white, then red and painful on recovery.

If you allow these symptoms to persist by continuing to use vibration inducing equipment, the numbness in your hands will become permanent, you will have difficulty in picking up small objects and the effects will spread throughout all fingers, the hands and finally onto the wrists, where the severe nerve damage leads to an equally painful disorder known as '***carpal tunnel syndrome'***.

The ***company has a duty*** to protect you from these diseases by addressing the risks and providing adequate and suitable control measures, as well as individual health surveillance. You have a duty to use the safe equipment and control measures which are provided in the correct manner, and to report all instances of incorrect use/work practices. Whilst on this site you are also required to report any concerns to me (if you are the supervisor) or a member of the site management team. Do not delay reporting any concerns or symptoms, no matter how small they may seem.

For jobs where you are required to operate vibration inducing equipment, a risk based process of evaluation will be implemented, that will also record the duration on any particular day. Remember to ensure that you keep yourself fit and healthy, keep your ***personal exposure to vibration as minimal as is practically possible***, working in short bursts with the equipment as well as taking work breaks in between doing other tasks. ***Wear gloves*** to keep hands warm and ensure that the tools you are using are in good condition, maintained and in test.

Banksman/Traffic Marshal

You may wish to use this sheet as an aid memoir to your own words or simply read from it directly. Please give emphasis to the words or phrases in ***italics***, as these are important points.

On all demolition sites where there is the movement of vehicles and plant, either around the site areas or entering/leaving, it will almost certainly require the employment of a banksman or the alternative title of traffic marshal. Commonly, we usually refer to someone directing vehicles as a traffic marshal and one who directs the heavy machinery as a banksman. Both of these roles are important safety functions, which should be taken seriously as ***mistakes can cost lives or result in injury if a collision occurs***. If you have been designated to carry out either role, you must only do so if you have been ***trained and fully understand*** what is being asked of you. If you have any doubts as to your capability in performing this role you must make it understood to the site management team.

When working as a banksman or traffic marshal you will be required to wear ***distinctive Hi-Vis clothing***, a different colour to that worn by other operatives on site. This is to ensure you stand out and can be easily recognised by the vehicle driver or machine operator. Here is an example for you all to look over;

You should not leave your station under any circumstance, unless being relieved by a suitably trained and experienced co-worker.

As an experienced banksman/traffic marshal you will be expected to make yourself familiar with the site working areas, boundary line, access gates, any exclusion zones, storage areas such as fuelling points, hazardous waste locations, pedestrian walkways, haul roads and ground conditions etc. Although, as your supervisor, (state your role if you hold another title) I have the responsibility of site safety in general, you have a similar responsibility in ensuring that the passage of men, vehicles and machinery is safe, as well as their access/egress onto the public highway. ***If you have any concerns at any time you must call a halt to all movement*** until the danger passes.

Where you have identified any hazardous locations or an area of risk such as overhead cables, trenches, basements, made up ground or exclusion zones etc., make sure that you have spoken to each driver or operator to ensure they know of them too. This also applies to any defect or fault that you may spot on their vehicle or machine, making sure they are aware and parked up until the fault is rectified.

If you have to give hand signals, agree on the use of standard signals, ***give the correct signal and in the correct manner*** so that the driver is under no illusion as to what it is you want them to do. The same applies to use of the radio; directions must be clear & precise without the use of slang or abbreviations.

Because ***your role is very much a health and safety function on site***, you will be expected to know the site rules and have a good grasp of the various construction/demolition related site regulations that have a specific reference to safe operations on site. These can include site speed limits, the placing of barriers and stop blocks, riding in the machine bucket, operating too close to each other, operating without a valid operator's card, wearing inappropriate clothing or no PPE etc.

If you are supervising Lorries tipping, ensure they are of a sufficient distance apart from each other and do not stand alongside. If overseeing reversing, them never stand immediately behind the vehicle or machine, always keep the driver in sight so he in turn can see you. Plan every task before it takes place so that you are the one in charge and not the driver or operator. If they refuse to obey your ***reasonable*** commands, stop all work and report the matter to the site management team.

Always be mindful that because you may need to work in close proximity to vehicles and machinery, you could be the one most at risk.

KEEP YOUR EYES AND EARS TUNED TO ALL THAT'S HAPPENING AROUND YOU AND DON'T BE AFRAID TO STOP THE JOB IF YOU THINK THAT SAFETY IS OR COULD BE COMPROMISED.

Manual Handling

You may wish to use this sheet as an aid memoir to your own words or simply read from it directly. Please give emphasis to the words or phrases in ***italics***, as these are important points.

Incorrect manual handling is one of the most common causes of injury at work. As this statement relates to all industries, there tends to be a broad brush approach to the causes of injuries, but one thing is certain, the risk of injury can be significantly reduced if some basic control measures are put into place. Injuries to the back may be common but they are not the only type of injuries to be sustained. HSE identifies that manual handling injuries are work related musculoskeletal disorders so will include such as sprains, strains, torn ligaments, joint pain, muscle cramps, nerve and soft tissue damage etc.

So what does the law say you and your employer must do in order to ***prevent/reduce*** manual handling injuries?

Employers must;

- Avoid the need for manual handling so far as is reasonably practicable
- Assess the risk of injury from any hazardous manual handling that can't be avoided.
- Reduce the risk of injury from hazardous manual handling, so far as is reasonably practical.

Employees must;

- Follow systems of work put in place for their safety
- Use equipment provided for their safety properly
- Cooperate with their employer on health and safety matters
- Inform their employer if they identify hazardous handling activities
- Take care to make sure their activities do not put others at risk

A risk assessment is about identifying and taking sensible and proportionate measures to control the risks in the workplace and to do this you need to think about what might cause harm and what you can do about preventing it. Before undertaking any manual handling ask yourself what might be the hazards and how can you control them.

For example, if you have to move a large, heavy or unwieldy load, can it be broken down into smaller pieces, can you get a lifting tool to aid you or will it be possible for more than one person to assist in moving it. Better still, can it stay where it is whilst the building is being taken down, or could a demolition machine or a crane etc. move it for you?

These are just some examples of simple control measures. Others will include good handling techniques and can be broken down into the following;

- Think before lifting or handling, plan the lift. If it looks to heavy it generally is
- Adopt a stable position, feet apart with one leg slightly forward to maintain balance
- Get a good hold and keep close to the body near the waist
- Avoid twisting or leaning sideways and don't flex the back while lifting
- Keep the head up and look ahead
- Move smoothly don't jerk the load
- Don't lift or handle more than you can easily manage

There is no such thing as a completely safe manual handling operation it always a matter of judgment. Some people may be capable of lifting heavier loads than others. Some may have a history of back trouble. The ground conditions and or route you have to take should also be factored in, as lifting aids may be required for the process.

REMEMBER PLANNING A LIFT AND AGREEING ON WHO GIVES DIRECTIONS IF YOU HAVE TO MOVE A LOAD WILL MAKE THE TASK EASIER AND ENSURE THAT WHERE MANY HANDS ARE EMPLOYED THEY WILL ALL BE LIFTING AND MOVING TOGETHER.

Use of Demolition Machine Attachments – Including 'Changing of Attachments'

You may wish to use this sheet as an aid memoir to your own words or simply read from it directly. Please give emphasis to the words or phrases in ***italics***, as these are important points.

On this site we are going to be using a number of different demolition attachments on our machines. As the operator of the machine it is your duty to ensure that you correctly fit the attachment to the machine and use it in a safe manner without risk to other persons working or present within the vicinity. If you have any doubts or concerns regarding this duty you should bring it to our attention and it will be explained to you.

Alternatively, you should consult the NFDC publication 'Demolition Attachment Guidance Note'. This point also applies to those of you who may find that they are to assist the machine operator in changing over any attachment. You need to understand the risks involved and how to avoid getting hurt. Training on such attachments as quick hitch couplers is recommended to bring you up to speed with new technology and regulation stipulations.

Demolition attachments are both versatile and useful items of kit that make the demolition process quicker and more efficient whilst dramatically reducing the need for manual handling. However, they can also create risks in their own right.

Some of which are as follows;

- All site personnel need to understand that any demolition machine fitted with a demolition attachment can become unstable if the machine is working cross track with the arm extended.
- A steel shear cutting through metal could cause a fragment of metal to be ejected that has the capacity to injure someone.
- Material held in a selector grab swinging through an arc could become dislodged and be thrown some distance away from the machine.
- A breaker punching through concrete could forcefully eject concrete fragments that could cause damage or injury to others.
- An attachment incorrectly mounted could become loose and strike someone or something causing a fatal or serious injury, or damage to other plant and vehicles close by.

013 Toolbox Talk

The ***workplace regulations*** place an importance on risk assessment and before using any demolition attachment or working within an area close to an attachment in use, you should ask yourself if what you are doing and the place in which you are working is adequately and integrally safe from any hazard that may cause you injury. As an operator of a demolition machine you should be aware of all others working and or moving around you. As an operative within the vicinity of a demolition machine you should be aware of what activities are being performed around your work place and where you can stand in a place of safety.

The workplace regulations also require that all plant and equipment is safe for use, that it is regularly inspected and examined and that ***any damage or excessive wear is reported*** for attention before further use.

Attachments should only be used for the purpose they were designed for and in a manner that the manufacturers recommend. If you observe any misuse or inappropriate behaviour it is your duty to report such to the site management team. As an indication, the following actions would constitute misuse or miss-appropriation;

- Forcefully banging the attachment into a structure or the ground to break or weaken
- Ripping or pulling at a structure where materials could be ejected
- Using the attachment to carry out Lifting duties (some quick hitches excepted)
- Using a damaged or badly worn attachment
- Modifying an attachment for any use other than its design use

You may have one or more examples that you can share with the operatives to highlight this point!

Exclusion Zones

You may wish to use this sheet as an aid memoir to your own words or simply read from it directly. Please give emphasis to the words or phrases in ***italics***, as these are important points.

The official interpretation of an exclusion zone, as far as the demolition industry is concerned and is described as such within BS: 6187:2011, is;

An exclusion zone can be thought of as a designated three dimensional space into which all persons and non-operational plant or machinery are excluded from entry or work.

Effectively, this means that any area on site designated to be an exclusion zone is not to be accessed unless you have been given permission to do so. Furthermore, any activity being carried out must be in a controlled and safe manner as per the details described within the method statement, and considered within the site risk assessments. For smaller sites, the exclusion zone could in effect be the area within the site boundary which would be an exclusion zone to all but the operatives needed to work on site (You may wish to point out the relevant exclusion zones on your site).

If you are required to work within an exclusion zone there are some fundamental rules to which you must adhere to and be aware of any limitations for your continued safety, these are;

- Only personnel directly involved in the demolition work need to be within the exclusion zone - see 'BS : 6187:2011 PDR 3.14 notes 1 & 2' below
- 'NOTE 1 One exemption is where an operator in a protected position is authorized to be within the zone to effect a particular demolition activity, such as initiating explosives'
- 'NOTE 2 In certain circumstances, key personnel may remain within the zone for a specific task provided they are adequately protected'
- They can be located in a position of safety appropriate to the stage of demolition
- They need not encroach nearer than the designated buffer area (see below for explanation)
- It is inappropriate for them to work outside of the exclusion zone
- An adequate and appropriate safety regime is in place

014 Toolbox Talk

Working within any exclusion zone is not necessarily an automatic right just because you happen to work on site, you must be inducted, seek permission to commence work and stick to all safety procedures and site rules.

You will be working in an area that may in some circumstances be considered as hazardous to untrained persons and or the general public. Therefore you must be mindful of the potential for unpredictability of certain aspects such as ejection of materials if working close to plant and machinery. If you are required to soft strip and to use the openings in the building above ground floor to eject the materials from or you are acting as a banksman for the structural reduction of the building etc. you need to ***be aware of the various zones within the site and the details of any risk assessment.***

These zones are described within ***BS 6187:2011 the Code of Practice for Demolition***. They are;

PLAN AREA	The area of the structure or part of the structure that is to be demolished and is the subject of the Assessment.
DESIGNATED DROP AREA	The immediate hazard area where the principal mass of the collapsing structure is planned to drop. Also included in this area is the plan area.
PREDICTED DEBRIS AREA	The perimeter of this second hazard area is the predicted limit or extent to which any debris from, or secondary material resulting from, the structure being demolished will travel and come to rest.
BUFFER AREA	A hazard area that is planned to allow for any unpredictable events. People beyond the external perimeter of this area (the theoretical boundary of the exclusion zone) are safe from the effects of the demolition activity.

The exclusion zones in place on this site are there for the protection of you and all others therefore if you have any concerns or suggestions for improvement please let the site management team know so that they may be addressed.

Working 'with' or 'off' Scaffolding - Tube and Fitting

You may wish to use this sheet as an aid memoir to your own words or simply read from it directly. Please give emphasis to the words or phrases in ***italics***, as these are important points.

The scaffolding in use on this site is a tube and fitting scaffold (***state other if different***) that has been erected to provide the following;

- A means of access and egress between floor levels
- As an emergency exit route
- As a practical dust inhibitor
- As the sole means of access and egress
- As the working platform to reduce the structure
- To provide protection to the public
- To provide structural support and façade retention systems

(Strike out those which do not apply)

The working platforms at all levels must be kept clear of materials and the boards cleaned regularly to avoid trip or slip hazards. Do not attempt to 'tip' the boards to clean off any rubble, use a brush and dustpan only.

Any damaged boards, sheeting or netting should be reported to the site management team for remedial action. ***At no time will you be allowed to alter or remove any scaffold component***. The only authorised person/s that will carry out such a function shall be the trained scaffold operatives. We will only allow 2 x lifts to be free standing at any stage of the works. If you observe or recognise that this may be exceeded you should stop work and report this to the site management team who will instruct the scaffolding company to rectify the situation.

When working off or using the scaffold you must wear PPE and RPE relevant to the job you are doing. Use the ladders provided to move between the lifts. Never slide down the stiles. Never overload any lift or place materials in such a manner that the passageway becomes blocked. If you are unsure of the ***safe lifting or storage capacity*** you should check with the site management team who will advise.

Do not dig in or around the scaffold base as this will cause a failure in the structural integrity leading to collapse. Do not park machinery or vehicles close the scaffold as accidental collision may occur. Do not lean out over the hand rails or use unsecured tools close to the scaffold edge without a brick guard or similar in place. If using an abrasive disc cutter or oxy-propane cutting torch close to the scaffold, make sure you have a ***'fire watch'*** in place and an adequate number of ***suitable fire extinguishers*** to hand. Direct all potential sparks away from the scaffold structure.

When working close to the scaffolding with any demolition machine, you must have a banksman in place. Instruct your banksman to ensure that you do not encroach within a suitable safe distance from the tubes or boards and that in the event an accidental contact is made with the scaffold, that area shall be taped off and classed as an exclusion zone until such time as it has been inspected for damage and or made safe for use by the scaffolder.

Keep an eye on the scaffolding operatives to ensure that they are carrying out the site management's instructions. Do not presume that they know what you want and or what you are doing, it's quite likely that they will have no idea.

BE YOUR OWN SAFETY MONITOR WHEN USING THE SCAFFOLDING AND KEEP A SHARP EYE OPEN FOR ANY DEFECTS OR PROBLEMS.

Working ‘with’ or ‘off’ Tower Scaffolding

You may wish to use this sheet as an aid memoir to your own words or simply read from it directly. Please give emphasis to the words or phrases in ***italics***, as these are important points.

Whilst working on this site you will be required to use tower scaffolding either to work directly from or to access work areas for a short period. Tower scaffolding is safe to work from providing you always apply the following safeguards;

- Only use a tower scaffold that has been erected by a competent person and has been passed as fit for use
- Do not climb the frame unless it is designed for that purpose
- Do not move with either persons or tools on top (tools should be removed or secured)
- Always fit outriggers or alternatively tie into the building before using
- Always apply the correct height to base ratio for use inside or outside a building
- Always ensure that weekly examinations are made and recorded and always inspect before use
- Never use a damaged or partly erected structure and make sure toe boards and guard rails are fitted
- Apply brakes to scaffolds fitted with castors before using, only move by hand never use a machine to push
- Do not erect or work under ‘live’ electrical systems or other overhead hazards
- If working above others make sure you have a banksman in place and an exclusion zone set around you
- Always make sure the scaffold is erected and employed on firm and level ground
- Never overload the scaffold, do not lean out over the hand rails, keep your body inside the platform
- Keep the platform free from trip hazards do not use boxes etc. to gain extra height

If you have not been trained in the safe erection and dismantling of tower scaffolds ***do not attempt to alter the structure*** at any time, irrespective of how simple an action it may seem. Always get a trained and certificated person to alter it for you. After any alteration, ***always ensure that it has been checked and declared fit for use*** and that the inspecting person has logged it with the site management team.

When using the tower scaffold treat it with respect because if it fails through something you have caused, not only could you be seriously injured, you may also be liable to prosecution for working unsafely. Stop others from acting unsafely and report all such matters to the site management team immediately.

Remember, the definition of a tower scaffolding is a mobile free standing lightweight access platform that is safe only if erected using appropriate components of good condition, ***erected by a competent person*** and is used correctly, ***inspected regularly*** and taken care of at all times.

Always be on the lookout for 'proximity hazards' such as bad ground, floor channels or lids/covers, overhead cables or obstructions, debris piles, people or machines working close by, vehicles and plant parking or passing close by etc.

When working externally to the building never use a tower scaffold that is less than 3 x its height to minimum base ratio and when working inside the building never use a tower scaffold that is less than 3.5 x its height to minimum base ratio (Explain this to your audience by giving an example).

You can always increase your base ratio by fitting outriggers or clipping one tower to another.

When climbing onto the scaffolding and before work check the individual components that make up the scaffold for any signs of damage or extreme wear, i.e. cracked or splintered boards, clips that don't fit properly, tubes that display ***dents greater that 5mm***, mortar stuck to tubes and fittings. If you spot any such thing ask for them to be changed before carrying on with your work.

YOU HAVE A DUTY OF CARE TO YOURSELF AND OTHERS WORKING WITH YOU!

Abrasive Wheels

You may wish to use this sheet as an aid memoir to your own words or simply read from it directly. Please give emphasis to the words or phrases in ***italics***, as these are important points.

On this site you may, from time to time, be required to use a disc cutter fitted with an abrasive wheel, provided that you are trained and certificated to do so. If you are not in possession of such a certificate and there is no record of you having undertaken such training in the site training records, you will not be asked or permitted to use an abrasive wheel cutter or grinder***. Let's face it, these can be dangerous pieces of kit unless used correctly***.

There are a number of different types of disc cutters, we generally use machines that are petrol driven – *substitute for other if relevant* – and are hand held. To ensure safety in use there are a number of important points that need to be adhered too, these are; ***as an exercise ask them to name what they are before you read them out to see how much they already know!***

- Make sure the machine has cooled down before filling with fuel, clean up any spillages before re-use
- Use the correct disc for the material you need to cut
- Never use a cutting disc designed to run **.rpm.** at a speed less that the machine its mounted on
- Do not over tighten the disc or mount it incorrectly
- Do not remove the guard or any other fitted safety device
- Do not put undue pressure onto the disc when cutting as this can cause it to shatter
- Keep the disc clear of clothing and sparks away from flammable or combustible materials
- Never use the side of the disc as a grinder or cut at an acute angle
- Store the discs upright and not lying flat down as they can become warped
- If discs come into contact with water or oil etc. do not use, discard them
- When the disc becomes worn, change it, do not use it all the way down to the centre spindle
- Do not attempt to stop the disc by touching it onto a surface, let it stop on its own accord
- ***Most importantly- always use the appropriate PPE i.e. Goggles/visor, gloves, ear defenders, safety boots, fire retardant clothing***

In addition to these important points it is worth remembering that an abrasive disc cutter can become heavy after a time and that although not classed as a load in the manual handling sense, it can cause ***repetitive strain injuries*** to your arms and back. There is also the added risk of ***'hand arm vibration syndrome'*** if used over excessive periods of time. Therefore it is recognised that using in short bursts with breaks will reduce exposure to injury. Working in teams to take turns is another way of reducing the time spent using the equipment.

Looking after your equipment and making sure it is maintained, working correctly and efficiently is key to ensuring that any risk of injury or damage can be minimised. Therefore, if you have any concerns as to the condition of the machine or the cutting discs you should stop using the machine, turn it off and remove it from use by taking it to the site management for remedial action.

Before using the machine at your place of work you must always check for the presence of flammable or combustible materials and removed them before cutting anything. ***Make sure there are adequate and suitable fire extinguishers present*** and that where the risk of fire is significant, because control measures cannot reduce that risk, a fire watch should be in place. Always direct the sparks away from yourself and others as well as considering where they are going to end up and if there is likely to be a risk to anything because of it. At the end of the day, it's your responsibility to work safely and diligently.

THINK ABOUT ANY HAZARD THAT MAY BE CREATED THROUGH YOUR ACTIONS. DO NOT BECOME THE HAZARD YOURSELF!

Personal Protective Equipment

You may wish to use this sheet as an aid memoir to your own words or simply read from it directly. Please give emphasis to the words or phrases in ***italics***, as these are important points.

Personal Protective Equipment or as we know it ***PPE is a mandatory legal requirement on all demolition sites***, irrespective of the size and or nature of the works involved. The minimum PPE to be worn on this site will consist of ***safety boots, gloves, and a high visibility vest and safety helmet***. You will have been issued with safety googles or visor, overalls, high visibility jacket and ear defenders which you are required to take care of and wear at the appropriate times. If you deliberately damage your PPE you will be liable to pay for its replacement. Accidental damage or wear and tear is acceptable and the equipment will be replaced free of charge. Therefore it's important that you ensure that wherever you store your equipment it is safe from damage or loss.

The PPE regulations identify that ***PPE is the last resort*** and that all other control measures to reduce any risk should be put into place first. However, don't be fooled into thinking that it is ok to leave off wearing the PPE equipment as this will be a mistake that could get you injured or at the very least into trouble.

The size and adequacy of your PPE equipment should have been assessed when you were issued with it. That means that it fits you properly and it works correctly. Badly fitting equipment or wearing inappropriate equipment for the task you are doing is as bad as not wearing any at all. If you are not happy with what you have, speak up and get it changed today. Equally, if you are uncertain how to use it correctly, speak up and let's get it sorted.

All of your PPE should be 'CE' marked. That means it complies with the Personal Protective Equipment Regulations 2002 and that it has been certified to meet basic safety requirements and in some cases will have been tested by an independent body. If it's not 'CE' marked bring it back and we will change it.

Wearing some types of PPE can become a habit and whilst this is good in some cases it's not good in all. For example, if you are working in a dusty environment and you put on your half mask, you have to make certain that you have the correct filter in or the mask will not give you the correct level of protection, if any. If cutting with an abrasive disc cutter your goggles start to mist up or are scratched, you're in danger of eliminating one hazard i.e. preventing the sparks or ejections damaging your eyes, and creating another where you can't see properly and could end up injuring yourself with the cutter.

Regular inspection of your PPE to ensure that it is in a good condition and that it is fit for purpose is critical to giving you the right level of protection.

Whether you realise it or not, the ***Health & Safety at Work Act puts a legal duty on you to use your PPE in the correct manner*** and that if you see someone else failing to apply the correct principles of safety for themselves and or others you must speak up and report the matter to your employer, or in this case the site management team. ***Keeping quiet about safety matters is unhelpful, illegal and can be dangerous if allowed to get out of hand.***

Look upon it in another way. Wearing good quality and clean PPE such as corporate clothing and a shiny High-Visibility jacket looks smart and gives a good impression to members of the public and the client. The client is happy which can lead to more work being placed, your happy because you've got job security, your boss is happy because he's got money coming in.

EVERYBODY IS HAPPY AND ALL BECAUSE WE GOT THE PPE RIGHT!

Weil's Disease & Leptospirosis

You may wish to use this sheet as an aid memoir to your own words or simply read from it directly. Please give emphasis to the words or phrases in ***italics***, as these are important points.

Everyone has no doubt heard the words 'Weil's Disease'. That is the more common term for its Latin name, Leptospirosis. This is a particularly nasty disease that can be contracted from the bite of a rat or simply through touching something contaminated with rat's urine, for example, which then may enter your body through a cut/sore or even through the mouth (not washing hands before eating or smoking). It's said that you are never more than 3m from a rat in the UK, so it's a sobering thought to realise that it's an ever-present problem. Incidentally, cows dung is also know to hold Weil's disease toxins.

The symptoms associated with Weil's disease start with a flue like illness, headaches and muscle pains. It can be cured completely if treated quickly. If left, it can lead to liver and kidney damage and death may follow.

There are some tell-tale signs that a property or building may have a Weil's disease problem, i.e. the presence of green rat bait boxes put into corners or along passageways etc. where rats may move. If you come across such boxes you should avoid touching or moving them and report their presence to the site management team so that we can log where they are.

Other personal precautions to be taken are as follows;

- Ensure all cuts and or abrasions are covered with a suitable medical and sterile waterproof dressing
- Washing tools and equipment before putting them away each night
- Ensure hands and face are thoroughly washed before eating drinking or smoking
- Wear suitable protective clothing, especially gloves
- Wash and change work clothes regularly (daily)
- Avoid rubbing your nose or face with your hands during work. Use a face mask if this is one of your habits
- Check your hands and wrists for cuts and abrasions continuously

If you happen to fall into standing water or are splashed by it. Report the incident immediately and make arrangements with the site management team to attend hospital for a check-up.

DON'T LET YOUR GUARD DOWN AND ASSUME THERE ARE NO HAZARDS ON SITE. A RAT COULD BE WATCHING YOU NOW!

Slips, Trips and Low Falls

You may wish to use this sheet as an aid memoir to your own words or simply read from it directly. Please give emphasis to the words or phrases in ***italics***, as these are important points.

We are told that the greatest cause of fatalities in the construction industry is from falls from height. Whilst the incident of a fatality would be a rare occasion through slips, trips and low falls they still amount to one of the ***greatest causes of serious and over 7 day injuries***. It's not simply a matter of looking at someone who has suffered a slip, trip or low fall it's what the consequence of that action leads to- i.e. broken bones, deep lacerations, torn ligaments and muscles, head injuries, sprains and strains etc. All of which can be extremely painful and mean long periods off work. That means loss of earnings and possible hardship, so we want to eliminate or at least reduce getting into slips, trips and low falls scenarios.

On this site and as a minimum we want you to follow this guide;

- Site tidiness – keep your workspace clean and tidy so far as is possible to ensure that it is free from hazards
- Work surfaces – if there loose floor boards, voids or holes in the ground or uneven surfaces that are all potential hazards, report them to the site management team so they can be dealt with. The same will apply to slippery surfaces, inadequate lighting, obstructions in passageways etc. Warn others you are working with and create an exclusion zone if you have to.
- Footwear – make sure your boots are in good condition and won't get you into trouble. If they are badly worm, replace them immediately.
- Tripping – keep all gangways clear giving yourself at least a metre gap to walk through. When carrying materials always make sure you can see over what you are carrying, where you are going and what obstructions there may be along the way.
- Stairs – check for slippery surfaces, use the hand rail keeping one hand free at all times for support or to break a fall should you slip. Never leave anything on the stairs for others to trip over.

All this is common sense and should be second nature. However, we can get lazy or complacent, particularly when we are continuously doing the same job over and over again, and this is when mistakes happen which can lead to accidents and incidents. A loose cable or lead laying on the floor can be a trip hazard.

A glossy piece of paper or strip of cloth on a tiled or polished floor could be a slip hazard. Missing out the bottom step and jumping down could cause a fall.
Ask yourself how many times such things have happened and how many times we have got away with it?

THE BEST DETERRENT TO HAVING AN ACCIDENT IS YOUR BEHAVIOUR

WE WANT ZERO ACCIDENTS ON THIS SITE!