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WORK AT HEIGHT

TOOLBOX TALK CONTENT

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**Document Approval History**

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| **Document Revision No.** | **Effective Date** | **Created** **by:** | **Reviewed & Approved** **by:** |
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**Document Revision History**

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| **Document Revision No.** | **Sections Revised** | **Description of Changes** |
| 00 | N/a | Published |
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| **TOPIC** | **WORK AT HEIGHT** | **DISCUSSED?** |
| **THINGS TO DISCUSS**(a couple of topics to be selected and discussed when conducting the talk) | **YES** | **NO** |
| **DEFINITION** | * What is considered Work at Height?
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| **SAFE WORKING PLATFORM** | * Provision of safe working platform
* Guard rail, Mid rail, Toe board
* MEWP
* Use of Man basket & tag lines
* Provision & use of lifeline at height
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| **PERMIT TO WORK** | * Always obtain a Permit to Work prior to using MEWP & Man baskets
* Ensure the PTW is filled out properly, signed by permit issuer & receiver & that it is valid
* Benefits of using / exercising the Permit to Work system
* Permit register to be maintained
 |  |  |
| **TOOL & EQUIPMENT INSPECTION & COLOUR CODING** | * Inspection of hand tools, power tools & equipment by competent persons
* Colour coding of all hand tools, power tools & equipment
* The user should check the hand tool, power tool & equipment prior to every use
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| **THIRD PARTY CERTIFICATION** | * Ensure that man baskets, lifelines, safety harnesses, MEWP's are certified by third party with bearing valid third-party certificate
* Copy of third-party certificate should always be available at site
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| **STORAGE OF TOOLS & EQUIPMENT** | * All tools & work at height equipment to be stored properly
* Do not store the tools & materials on the working platform
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| **ACCESS** | * Provide adequate access
* Proper positioning, securing and slope of angle
* Ladder should have 1-meter ladder extension from the landing
* Keep both hands free while using ladder
* 3 points contact rule while ascending and descending of ladders
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| **BARRICADES & SIGNS** | * Barricade the area where the work is going on at height
* Display adequate & appropriate warning signs
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| **ILLUMINATION** | * Adequate illumination should be available in the working area
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| **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | * What is the appropriate PPE required for the task at hand?
* Benefits of using Personal Protective Equipment
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| **EMERGENCY ARRANGEMENTS** | * Emergency rescue team & emergency equipment used for confined space rescue
* Location of the emergency equipment
* What happens to the permit in case of an emergency?
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| **OTHERS** | * Do not use hand held, defective tool, equipment, ladder at site
* Do not carry out work at height outside during rain, sand storm & heavy wind or on slipper work platform
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| **THINGS TO REMEMBER** (consider these points when conducting your toolbox talk) |
| **Description** | **Yes** | **Description** | **Yes** |
| Toolbox Talk should be short and to the point and relevant to the work being conducted | ✓ | Toolbox Talk should be entertaining and if possible, interactive. | ✓ |
| Person Giving the Toolbox Talk(Name, Signature & Date) |  |