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CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

TOOLBOX TALK CONTENT

Document ID: TBT-001

**Document Approval History**

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| **Document Revision No.** | **Effective Date** | **Created**  **by:** | **Reviewed & Approved**  **by:** |
| Revision 0 | DD.MM.YYYY | HSE Advisor | HSE Manager |
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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** | **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)** | **DISCUSSED?** | |
| **THINGS TO DISCUSS**  (a couple of topics to be selected and discussed when conducting the talk) | **YES** | **NO** |
| **DEFINITION** | * What chemicals are hazardous to human health? |  |  |
| **METHODS OF CONTACT** | * Ingestion * Inhalation * Contact |  |  |
| **TASK** | * Identify the type of task * Ensure Involved Personnel are fully aware of safe system of work |  |  |
| **MSDS & COSHH ASSESSMENT** | * Ensure availability of MSDS or COSHH assessment onsite * Type of information available on the MSDS |  |  |
| **TRAINING. AWARENESS & COMPETENCY** | * Ensure that involved persons are trained before starting work in a confined space * Awareness session to be conducted to ensure awareness |  |  |
| **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | * What is the appropriate PPE required for the task at hand? * Benefits of using Personal Protective Equipment * Type of gloves, mask and eye protection |  |  |
| **EMERGENCY & FIRST AID ARRANGEMENTS** | * Name of the competent first aider * Location of the first aid box station * Emergency rescue team & emergency equipment used for working with chemicals * Location of the emergency equipment such as spill kit * What happens to the permit in case of an emergency? |  |  |
| **OTHER** | * Always restrict work area where chemicals are being used * Display adequate & appropriate warning signs * Illuminate the work area and ensure plenty of light * Effects chemicals have on our environment? |  |  |

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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) |  | | |