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WORK AT HEIGHT

TOOLBOX TALK CONTENT

Document ID: TBT-002

**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? |  |  |
| **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 |  |  |
| **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 |  |  |
| **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 |  |  |
| **STORAGE OF TOOLS & EQUIPMENT** | * All tools & work at height equipment to be stored properly * Do not store the tools & materials on the working platform |  |  |
| **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 |  |  |
| **BARRICADES & SIGNS** | * Barricade the area where the work is going on at height * Display adequate & appropriate warning signs |  |  |
| **ILLUMINATION** | * Adequate illumination should be available in the working area |  |  |
| **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | * What is the appropriate PPE required for the task at hand? * Benefits of using Personal Protective Equipment |  |  |
| **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? |  |  |
| **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) |  | | |