

Reference document

R0098 Guidance and material for giving tool box talks

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Contents

1	Purpose	3
2	Scope	3
3	Information	3
3.1	How to use tool box talks	3
4	Tool box talks topics	4
4.1	Alcohol and Drugs Toolbox Talk	5
4.2	Buried Services Toolbox Talk	7
4.3	Confined Spaces Toolbox Talk	9
4.4	Contaminated Land Toolbox Talk	11
4.5	COSHH Toolbox Talk	13
4.6	Environmental Noise & Vibration Toolbox Talk	15
4.7	Fire Safety Toolbox Talk	17
4.8	First Aid Toolbox Talk	19
4.9	Hand Tools Toolbox Talk	21
4.10	Housekeeping Toolbox Talk	23
4.11	Incident Reporting Toolbox Talk	25
4.12	Invasive Species Toolbox Talk	27
4.13	Leptospirosis Toolbox Talk	29
4.14	Materials Use, Storage & Transport Toolbox Talk	30
4.15	Environmental Nuisance Toolbox Talk	32
4.16	Personal Protective Equipment (PPE)	33
4.17	Pollution Prevention Toolbox Talk	35
4.18	Protection of Assets Toolbox Talk	37
4.19	Slips, Trips and Falls Toolbox Talk	39
4.20	Spill Control Toolbox Talk	41
4.21	Vibration Toolbox Talk	43
4.22	Waste Management Toolbox Talk	45
4.23	Welfare Facilities Toolbox Talk	47
4.24	Wildlife & Habitats Toolbox Talk	48
5	Responsibilities	50
6	Supporting information	50
6.1	Relevant London Underground documents	50
7	References	50
7.1	Abbreviations	50
7.2	Definitions	51
7.3	Subject Matter Expert	51
7.4	Document history	51

1 Purpose

- 1.1 The purpose of this Reference document is to provide a single source of information and materials for staff who deliver toolbox talks, staff briefings and safety hour briefings in London Underground.

2 Scope

- 1.1.1 This Reference document applies to London Underground staff and is particularly relevant to those working in the Capital Programmes and Asset Performance Directorates. The material in this document may also be suitable for use by Tube Lines and third party suppliers to London Underground.
- 2.1.1 This document can be used in conjunction with the London Underground documents listed in section 6.1.

3 Information

3.1 How to use tool box talks

- 3.1.1 The tool box talk materials in this document can be delivered during a variety of scenarios, for example: Safety hours, team meetings, prior to going out on site or as part of a pre-work briefing.
- 3.1.2 The toolbox talk materials can also be used to improve your knowledge of specific issues or requirements such that you can engage with staff on these matters during the course of your work, for example: planned inspections, safety tours or contract meetings.
- 3.1.3 It is important to prepare yourself before delivering these topics, take time to read the talk and become familiar with it. The material in each tool box talk is sufficient information to deliver to your audience however you may want to do further research to gain a greater understanding of the specific topic.
- 3.1.4 Deliver the talk in as quiet a location as possible with minimal distractions. Take approximately 15 minutes to deliver each topic.
- 3.1.5 Explain the reason you are giving the talk, why it's important that the audience listens and the information relevant to your workplace. The following tips might help you:
- Be positive and confident.
 - Keep it brief and target your audience.
 - Be prepared for questions. If you do not know the answers, do not make it up. Say you will find out and get back to them and ensure that you do.



- Ask questions to gain confirmation that the group have understood the talk. If the group is quiet or not responding rephrase your question.. Try not to give them the answer.
- Use your own words and experiences.
- Engage the group by asking them about their own experiences, listen to what they have to say.
- Be firm – get the message across and don't get side tracked.
- Remember these are serious topics and you are providing important information.

4 Tool box talks topics

The following pages contain toolbox talk topics that can be used independently or together to brief your teams.



4.1 Alcohol and Drugs Toolbox Talk

Audience: All Staff

INTRODUCTION

- Alcohol or Drugs can adversely affect your ability to do your job
- You **must not** report for duty if you are under the influence of alcohol or drugs
- If you are suspected of being under the influence of alcohol or drugs on site you will be required to take an alcohol and drugs test
- If the test is positive you may lose your job and possibly be prosecuted
- Drugs prescribed by your doctor can make you unfit to carry out your duties, as well as illegal / recreational drugs.

BUSINESS REQUIREMENT

- London Underground has a duty under the Transport and Works Act 1992 to exercise 'all due diligence' to prevent employees from working whilst they are unfit for duty, or where their ability to carry out their duty is impaired through the use of alcohol or drugs.
- LU's policy on Drugs and Work is contained in 1-257 and Alcohol and work in standard 1-251.

STAFF REQUIREMENTS

You **must not** have had any alcohol in the **8 hours prior** to reporting for work and **no more than 7 units of alcohol in the 24 hours prior to reporting for work.**

For LU employees, admission of a drug or alcohol problem to your manager, or to Occupational Health and the DAATS team before the disciplinary process is initiated, offers the protection of the drug and alcohol policy.

You must inform your immediate manager if you are taking medication or drugs which might reduce your vigilance or adversely affect your work performance before booking on or commencing work.

If you suspect that a member of staff is under the influence of drugs or alcohol you must inform your supervisor. Supervisors may arrange for a drugs and alcohol test to be carried out.



You MUST:

- ✓ Make sure that you fully understand and accept responsibility to comply with the Alcohol and Drugs policy and guidelines
- ✓ Tell your manager if you are taking prescribed or 'over the counter' medication
- ✓ Talk to your manager or Occupational Health if you need help with alcohol or drug issues.
- ✓ Tell your manager if you believe a colleague is under the influence of alcohol or drugs, or their performance or behaviour is affected by alcohol or drugs

You MUST NOT:

- ✗ Consume any alcohol in the 8 hours before reporting for work
- ✗ Consume more than 7 units of alcohol in the 24 hours before reporting for work
- ✗ Assume that 'over the counter' medicines will not affect your ability to carry out your duties.



4.2 Buried Services Toolbox Talk

Audience: All Staff

INTRODUCTION

Every year in the UK, people are injured or killed due to contact with buried services. The term 'service(s)' as used here, means all the hidden or buried pipes, cables and equipment associated with the electricity, gas, water (including sewerage) and telecommunications industries. It also includes other pipelines which may transport a range of petrochemical and other fluids. Services may be hidden behind cladding and panelling. It does not include underground structures such as railway tunnels etc.

Electricity and gas can be particularly dangerous. Damage to electricity cables can cause severe burns or fatalities. Gas leaks can cause fires or explosions. Damage to water and sewerage can cause flooding that harms people and damages property and assets.

REQUIREMENT

Legislation covers various topic areas concerning buried services. The main requirement is to ensure suitable and sufficient risk assessments are carried out and adequate controls are implemented. Excavation work should be properly managed to control risks as set out in London Underground's standards 1-114 'Safe Systems of Work on or near Electrical Equipment' and 1-021 'Works near main services and structures'.

WHAT IT MEANS TO US

As well as causing harm to people, failure to check for, and work safely with buried services can cause damage that stops works and may affect the safe running of the railway. For example,

IF A GAS LEAK IS SUSPECTED YOU WILL NEED TO:

- Remove people from the area concerned also warning the occupants of any nearby or adjoining buildings to leave
- Stop all plant in the immediate area and contact the emergency services and the local gas authorities immediately
- Prevent smoking and naked flames in the area
- Assist the utility company, police or fire services as required.



YOU MUST:

- ✓ Have examined the high voltage and pilot cable records prior to digging.
- ✓ Consider the possibility of hidden cables when planning works and ensure work methods take account the potential for hidden cables
- ✓ Make sure that you have a valid Permit to Dig
- ✓ Use an approved cable avoidance tool (CAT scanner) and clearly mark cable positions
- ✓ Ensure that the CAT scan operative is certified to operate equipment
- ✓ Look for other signs that services may be present – street lights, houses, manholes
- ✓ Hand dig using insulated non-powered tools around the services. Picks, pins and spades must be used carefully
- ✓ Ensure that any cable in concrete has been made dead before breaking out
- ✓ Keep checking with the CAT scanner (every 0.150m) and keep a visual watch for services as digging continues
- ✓ report any damage or suspected damage to any HV or pilot cables to the Shift Supply Engineer on emergency number 0207 240 1088 (Auto 945)
- ✓ Report any damage or suspected damage to other cables, coatings or pipes to the London Underground Fault Report Centre
- ✓ Backfill around services with a fine material
- ✓ Demarcate/mark excavations with hazard identification warning so as to notify others of the presence of services.

YOU MUST NOT:

- ✗ Use hand-held power tools within 0.5m of the marked position of electric cables
- ✗ Use a mechanical excavator within 0.5m of a gas pipe
- ✗ Use exposed services as a step- or hand-hold, or attempt to handle or change position of any exposed service
- ✗ Install plant close to an existing service
- ✗ Encase services in concrete unless specifically instructed
- ✗ Rely on the CAT scanner when working close to the track as spurious indications may be given
- ✗ Investigate any suspected damaged cables.



4.3 Confined Spaces Toolbox Talk

Audience: All Staff

INTRODUCTION

A confined space can be any space in which, by virtue of its enclosed nature, there is a foreseeable risk of death or serious injury.

A number of people are killed or seriously injured in the UK each year in confined spaces. This includes not only those working in the confined spaces, but also those who try and rescue them without proper training or equipment. The main hazards include, but are not limited to, reduced oxygen, accumulation of fumes and hazardous gases, fire or explosion, Weil's disease and hepatitis.

REQUIREMENT

Legislation requires suitable and sufficient risk assessment to be carried out for all confined space work activities and measures necessary taken to protect the safety of those working in them.

WHAT IT MEANS TO US

Confined spaces on LU include, but are not limited to, platform invert, cellars, chambers, pits, tanks, manholes, sewers, tunnels and some excavations.

All staff who works in confined spaces must be trained and competent to do so. You must ensure that you have been briefed on the Safe System of Work to carry out your duties, including the emergency procedures.

Rescue procedures must be followed for the rescue of any person at work in a confined space in the case of an emergency.

YOU MUST:

- ✓ Assess whether the need for access can be avoided by using alternative working methods
- ✓ Ensure that a safe system of work is in place and followed
- ✓ Only work in a confined space if a permit to work/enter has been issued
- ✓ Ensure that a good system of communication is established and clearly understood
- ✓ Ensure that all staff are fully briefed before entry into a confined space
- ✓ Ensure you are fit to enter the area.

YOU MUST NOT:

- ✗ Enter a flooded platform invert or confined space – arrange for the area to be drained
- ✗ Enter a confined space until a full risk assessment has been made by a competent person and a permit to enter issued
- ✗ Enter a confined space if you **have not** been trained in the use of any breathing apparatus required to enter



- ✓ Check communications, locations of safe access and exit points, and monitoring and rescue equipment
- ✓ Check for flammable or toxic gases and oxygen content
- ✓ Ensure that there is a trained and qualified 'topman' present
- ✓ Ensure that entry points are guarded and/or signed to prevent falls
- ✓ Use all personal protective equipment and clothing provided
- ✓ Use British Approval Service for Electrical Equipment in Flammable Atmospheres (BASEFFA) approved electrical equipment where flammable gases may be present
- ✓ Make sure that any recovery winch and all apparatus is working, locate position of nearest telephone, understand emergency procedure and ensure they are briefed.
- ✓ Leave the confined space immediately if told to do so.

- the confined space
- ✗ Eat, drink, smoke, use naked flame or allow exhaust fumes to occur in close proximity to point of entry to the confined space.
- ✗ attempt a rescue without first raising the alarm and wearing breathing apparatus.
- ✗ attempt rescue using Escape Breathing Apparatus; the first duty of any rescuer is to ensure their own safety.



4.4 Contaminated Land Toolbox Talk

Audience: All Staff

INTRODUCTION

Land is contaminated when it contains substances that could prove to be harmful to people or the environment. Contaminated land may arise from previous activities on site, current activities, contaminants from elsewhere or a combination of any of these factors. Contaminated material can sometimes be discovered where it is not expected.

Contaminants could be present in solid form such as asbestos or tar residues, in liquid form such as oils or solvents or even as a gas such as methane.

REQUIREMENT

Working in contaminated soils without the proper precautions and controls may result in pollution and / or harm spreading into the surrounding land, adjacent watercourses or into the atmosphere.

Any pollution escaping from the site may lead to prosecution. Where there is a risk of contamination of land the Environment Agency can issue notices prohibiting work until the risk of a potential incident is remedied.

We can be forced to pay for contamination we cause or permit by failing to report. If the contamination is severe we can be asked to reinstate similar land elsewhere to replace what has been lost.

WHAT IT MEANS TO US

The potential for contaminated land must be considered before works start on site. If contamination is likely to be encountered then methods for dealing with this must be identified and if necessary a detailed remedial plan must be developed.

You must work to the instructions set out in the work instructions. Be aware that potentially contaminated material can sometimes be discovered where it is not expected.



YOU MUST:

- ✓ Always wear the correct protective clothing.
- ✓ Ensure materials that could cause contamination are stored safely and not too close to drains or watercourses.
- ✓ Look out for changes to the types of materials you are working in which may show up as:
 - Differences in colour or texture
 - Presence of rubbish or foreign objects
 - Differences in smell
- ✓ Stop work and report any suspicions of contaminated land.

YOU MUST NOT:

- ✗ Leave or ignore spillages.
- ✗ Ignore discoveries of contaminated land.
- ✗ Try to clean up contaminated land you discover – seek advice from your manager and SQE Adviser.

4.5 COSHH Toolbox Talk

Audience: All staff

INTRODUCTION

London Underground use hazardous substances in many of our workplaces. These substances are found in a variety of forms, including: solids, liquids, gases, mists, fibres, fumes, smoke, vapours and biological agents.

Hazardous substances are subject to risk assessment under the Control of Substances Hazardous to Health Regulations 2002 (as amended), known as COSHH. LU uses a software system called Sygol for its COSHH risk assessments. LU has trained competent assessors to carry out COSHH risk assessments.

REQUIREMENT

- COSHH risk assessments must take in to consideration the substance(s), process or task and person using the substance(s) when determining the level of risk. A safe system of work must be established when hazardous substances are present in the work place.
- All staff must be made aware of any risks to health from working with hazardous substances and control measures in place. This includes task specific personal protective equipment (PPE).
- Staff must not interfere with any monitoring or sampling equipment unless they are competent and authorised to do so.

WHAT IT MEANS TO US

Personal protective equipment (PPE) must be provided by your employer as required by the risk assessment. It must fit properly and must be in good condition.

You must wear PPE where it is provided.

YOU MUST:

- ✓ Substitute hazardous substances with less hazardous substances wherever possible
- ✓ Ensure that any fumes are vented and are not being directed towards staff, in line with the controls in place
- ✓ Make sure you are competent to use

YOU MUST NOT:

- ✗ Store hazardous substances above head height
- ✗ Eat, drink or smoke while handling hazardous substances
- ✗ Carry out work unless an adequate risk assessment and appropriate controls are in place



- any hazardous substances you are required to use
- ✓ Read and comply with all the information on the hazard data sheet and the instructions on the product label
 - ✓ Speak to your supervisor if you have any concerns about substances you may be required to use
 - ✓ Wear appropriate PPE when instructed to do so
 - ✓ Know how to look after and use PPE correctly
 - ✓ Know where washing and first aid facilities are on site
 - ✓ Wash hands at the end of each shift and always before eating, drinking or smoking.

- ✗ Work with hazardous substances without using the appropriate PPE.



4.6 Environmental Noise & Vibration Toolbox Talk

Audience: All Staff

INTRODUCTION

Noise and vibration can occur from a number of sources:

- Excavation, tunnelling, piling
- Plant and equipment e.g. generators
- Deliveries and waste movements
- Shouting
- Train movements, e.g. wheel screech
- Public address system announcements

Noise can lead to neighbour complaints, legal action and disruptions/delays to planned works. As well as our train and station daytime operations, we often carry out work at night when people in London are trying to sleep.

REQUIREMENT

Local authorities have statutory powers to manage environmental noise. You may need to have a 'Section 61 consent' (Control of Pollution Act 1974) granted by the relevant local authority prior to work commencing on the worksites.

Suitable arrangements need to be made well in advance of any works. A copy of approved consent must be available on site along with other relevant information. Local councils have the power to serve a prohibition notice, stopping works, if noise from our activities is causing a nuisance.

WHAT IT MEANS TO US

Good site noise management benefits people at work, fosters good relationships with surrounding neighbours and neighbourhoods, benefits the environment and will assist in reducing costs and delivering projects on time.

You must work to the instructions set out in the work instructions and/or the Section 61 consent.



YOU MUST:

- ✓ Seek advice from your manager and SQE Adviser if unavoidably noisy works will take place.
- ✓ Carry out noisy work during the day time where possible, or work in short periods.
- ✓ Choose suitable equipment which generates the least noise and only use tools, plant and equipment provided.
- ✓ Enclose or muffle noisy equipment wherever possible and use silencing equipment available.
- ✓ Keep panels closed on all generators and compressors.
- ✓ Switch off noisy plant or equipment when not in use.
- ✓ Limit use of radios or other audio systems in sensitive areas.
- ✓ Arrange materials transfer points away from sensitive buildings and people.
- ✓ Arrange appropriate delivery times on site to suit the area and to avoid disturbing the local community.
- ✓ Arrange routes for mobile plant such that the manoeuvring is minimised to reduce reversing warning noises.
- ✓ Report tools, plant or equipment which is defective. Loose parts and connections can create noise
- ✓ Inform your manager immediately if you believe there is a noise problem on site or if you receive a complaint.

YOU MUST NOT:

- ✗ Use defective tools, plant or equipment on site.
- ✗ Shout on site.
- ✗ Have the volume settings of audio systems too high.
- ✗ Keep vehicles engines running while idle, especially in residential areas, even for short periods of time.
- ✗ Work outside of the hours or conditions which are allowed by the local authority.
- ✗ Ignore any complaints from the local community.