

# Wilkins Safety Group

## Weekly Update Newsletter



Welcome to this issue - Friday 22nd July 2011 - of our Update Newsletter

Please feel free to forward this newsletter to colleagues and friends.

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## Staff safety talks.

### INTRODUCTION

The Accident / Incident rate, occurrence of ill Health and Environmental damage especially within the Construction Industry are serious national problems. This however is not just restricted to that industry and all types of organisations must consider introducing proper staff induction/consultation programs and regular follow-up in-house training. This follow-up training can be in the form of:-

- Formal external trade and health & safety training
- Formal in-house associated training
- Regular staff consultation and up-date sessions - called Tool box talks

Continued training is essential to prevent Accidents / Incidents, ill Health and Environmental damage.



The **TOOLBOX TALK** programme, if implemented correctly, can play a major part in our continuing effort to create an increased awareness of:

- 1 hazards present in the industry
- 2 precautions, which must be taken to eliminate or control them

And in doing so will help to reduce unwanted incidents

Your TOOLBOX TALK programme should be written as a series of numbered discussion topics on Safety, Health and Environmental issues.

## HOW TO CONDUCT A TOOLBOX TALK

### Frequency

One every week or fortnightly

### Topic for discussion

Choose a topic that is relevant to your audience; one that will create a discussion; a two-way communication; use either your own topic e.g. discuss an incident that happened on site the week before, discuss new work hazards, or one generated from the **Toolbox talk** programme. Choose the relevant subject number from the list and make yourself familiar with the topic.

### Location

Does not have to be in a classroom - an office; a mess-room or workshop area will suffice.

### Audience

Between 4 and 10 in number will be the most effective but larger audiences, say in a contractor's mess-room, are suitable and sometimes the only solution.

### Time

Limit the duration to 10-15 minutes - try not to become side-tracked on other issues.

### Approach

Use a questioning approach, get the message across and **listen to responses**. **Toolbox** talks are **not lectures** and are designed to get people to think and talk about Health, Safety and Environmental issues.

### For example:

Typical prompts / questions may be:

- What do you as a group think the benefits are from this type of discussion?
- What are the hazards from the incident described and what are the learning points.

### Style

The following are encouraged:-

- Watch how other people present **Toolbox** talks and decide upon the style that best suits you.
- Try to generate interest in the topic with the questions you ask - Highlight some key words to remind you of the points to bring up.
- Avoid just reading the topic - take the topic and try to build up the discussion point by point.
- Try to be a good listener.
- Do not allow the group to get *totally* side tracked, if it is important and relevant allow a short discussion then bring them back to the main issue

### Signatures

Obtain signatures from delegates to confirm attendance and keep on file.



### Suggested topics

As stated above, make sure the topics are relevant to the staff members and the type of work they undertake.

For **office based** staff think about:

- Equipment
- Fire fighting/awareness
- Electricity
- General housekeeping
- Display screen and the set-up requirements
- Lone working
- Stress and bullying
- Manual handling
- First aid guidance
- Company policies

For **ware-house** staff:

- Traffic routes
- Use of lifting equipment/industrial equipment
- Manual handling
- Working at height
- And all the ones listed for office staff.

For Site work and external staff - additional talks could include:

- Driving for work
- Use of mobile phones
- Third party working and site inductions
- Noise
- External welfare

Should you require any further information then please do drop an email to us on [info@wilkinssafety.co.uk](mailto:info@wilkinssafety.co.uk) or call us on 01458 243682

### Tips:

1. Make the talks regular
2. Make the talks short
3. Make the talks relevant
4. Make the talks interesting
5. Ensure you maintain records of the talks
6. Ensure staff sign to acknowledge receiving the talks

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## Latest HSE news taken from our website today

Here are two of the latest HSE news items that can be found on our website [www.wilkinssafety.co.uk](http://www.wilkinssafety.co.uk). Have you looked today to see the latest news?

### Somerset farm owner fined after telehandler crush

An elderly farm owner has been fined after the telehandler she was operating crushed a neighbour, causing serious injury.

Pamela Greenslade, 76, from Fernicaps Farm, Wiveliscombe, Taunton was driving the telehandler to transport silage bales from the farmyard to a shed in order to feed her cattle.

Taunton Magistrates' Court heard Ms Greenslade had not been trained to use the telehandler and although a trained farm worker would normally have driven the machine, he was unavailable that day.

The Health and Safety Executive (HSE), prosecuting, told the court that on 31 December 2009, Ms Greenslade had asked her neighbour, John Morrish, 49, to remove plastic wrapping from the last bale when she had brought it to the shed.

As Mr Morrish was cutting the wrapping off the bale, which was still being held by the grab of the telehandler, Ms Greenslade moved the machine, trapping him between the machine and the feed barrier in the shed, breaking his ribs and puncturing a lung.

After the hearing HSE inspector Tony Makin, said:

"Telehandlers are very useful machines for farm work, but all too often they cause incidents when people use them without formal training. Because they can be so dangerous, it's a legal requirement that anyone using these machines is properly trained to do so."

Mrs Greenslade pleaded guilty to breaching Section 3(2) of the Health and Safety at Work etc Act 1974 and was fined £6,000.

In the last ten years, 455 people have died in needless incidents on British farms. For more information on farm safety visit [www.hse.gov.uk/agriculture](http://www.hse.gov.uk/agriculture)

### Somerset firm fined after man falls from platform

A Somerset firm has been fined after a man broke his back, arm and ribs after falling three metres whilst working on a barn conversion.

Mark Clarke was helping to renovate his employer's property Heathfield Barn at North Petherton, Bridgwater when the incident occurred on 11 October last year.

Taunton Magistrates Court heard he was working on a gable end wall when he fell from a trestle work platform. Although some measures had been put in place to prevent such a fall, these were described as inadequate.

Mr Clarke, aged 55, from Bridgwater is no longer able to work in the construction industry as a result of the injuries he sustained.

UK Storage Company (SW) Limited, of Unit 3 East Quay, Wylds Road in Bridgwater, pleaded guilty to breaching Section 4(1) of the Health and Safety at Work etc Act 1974. The company was fined £5,000 and ordered to pay £2,680 in costs.

After the hearing, inspector Steve Frain from the Health and Safety Executive (HSE) commented:

"Employers need to ensure there is adequate supervision and fall protection in place while renovation activity of this nature is undertaken. UK Storage Company (SW) Limited failed to do so, and had not taken suitable steps to prevent Mr Clarke from falling from the platform.

"Mr Clarke's injuries were so severe that he may be unable to work in the construction industry again."

In 2008/2009 over 4000 major injuries were caused by falls from height at work. For more information, visit <http://www.hse.gov.uk/falls/index.htm>.

**There are several other news items and up to date information there as well – why not check it daily? Go to [www.wilkinssafety.co.uk](http://www.wilkinssafety.co.uk)**

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If you would like to discuss any of the issues highlighted in this newsletter, then drop an email to Jon on [jon@wilkinssafety.co.uk](mailto:jon@wilkinssafety.co.uk) or call the office 01458 253682



Your Business is Safer  
Your Business is Safer in Our Hands