10 BASICS OF SAFETY

Through several years of investigating incidents and research in the field of incident reconstruction, leaders in the field of occupational incident prevention have concluded that there are specific reasons why accidents occur. They found that much worker safety is dependent on worker behaviour and human factors. They developed ten safety rules and, while some of you may have heard them before, they are worth repeating:

1. STAY ALERT - and stay alive. The more awake a worker is, the less likely he or she is to get hurt. If you are unsure how to operate equipment or perform a task, ask your supervisor. Don’t guess and muddle through. Make sure you know in advance the correct, safe way to do it.

2. WEAR THE RIGHT CLOTHES - work clothes should fit properly. Anything that can catch in machinery or trip you up is hazardous. Wear protective clothing and equipment as required.

3. USE THE RIGHT TOOLS - if you need a hammer, get a hammer. It may be handier to use a pair of pliers, wrench, screw driver or even your fist. But you will have only yourself to blame if you break your fingers.

4. LEARN HOW TO LIFT - Lifting takes more than muscle; it is an art. Don’t try to show how strong you are; you may end up in a hospital. Get help to handle anything that is too heavy or cumbersome for you.

5. DON’T BE A PRANKSTER - practical jokes and horseplay can be dangerous around machinery. If you feel the urge to play, resist it until after work.

6. BE TIDY - Good housekeeping reduces hazards in the workplace or your home. Always put away tools when they are not in use. Keep the floors clean, pick up scraps, wipe up spills. A slip or trip can be fatal.
7. REPORTING IS IMPORTANT - Never fail to report incidents, defective equipment, and unsafe conditions.

8. GET FIRST AID IMMEDIATELY - if you're hurt -- even if it is just a scratch. Neglect of the injury may lead to serious infection, lost time, and even permanent injury.

9. BACK YOUR SAFETY PROGRAM - If you have an idea you believe will reduce incidents, tell your supervisor about it. Set an example by obeying safety rules. Cooperate with your safety committee.

10. NEVER TAKE A CHANCE - Next to sheer carelessness, the short cut is probably the biggest killer of all. To save a minute or two, you may lose a lifetime. Whatever you are doing, if you are not doing it safely, you are not doing it right!!
Other safety Issues to be covered:
1. ........................................................................................................................................
2. ........................................................................................................................................
3. ........................................................................................................................................
4. ........................................................................................................................................

Last week’s reported incidents and near misses:
1. ........................................................................................................................................
2. ........................................................................................................................................
3. ........................................................................................................................................
4. ........................................................................................................................................

Safety items raised by team members:
1. ........................................................................................................................................
2. ........................................................................................................................................
3. ........................................................................................................................................
4. ........................................................................................................................................

Operational Issues to be addressed:
1. ........................................................................................................................................
2. ........................................................................................................................................
3. ........................................................................................................................................

Operational Issues raised by team members:
1. ........................................................................................................................................
2. ........................................................................................................................................
3. ........................................................................................................................................

Notes:
1. ........................................................................................................................................
2. ........................................................................................................................................
3. ........................................................................................................................................
## Attendance (all participants to print name and sign):

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th></th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>31</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>32</td>
<td></td>
</tr>
</tbody>
</table>

*Keep completed meeting on file*
TOOLBOX TALKS
Essential discussions for your workplace

How to conduct your Toolbox Talk

Purpose

Toolbox talks are designed to assist supervisors & managers at all levels to distribute safety related information and guidance to work team members in an informal but practical forum.

The Deliverer

Ensure these talks are carried out by competent staff members; people who can deliver them clearly and succinctly, and not be afraid to speak in front of people, and be at a level of authority

Duration and frequency

Talks should be conducted weekly. Keep them to short and punchy depending on the topic, around 10-15 minutes, or you will lose listeners interest. In that time allow for questions and answers.

Preparation & venue

With the topics already created, this saves you a lot of work. However you will still need to be prepared.

a. Prior to the talk, check the safety aspects of the location
b. Keep distractions to a minimum and find some place quieter than most
c. Consider any effective aids you have that will enhance the talk
d. A good place for delivery is in front of the safety noticeboards. This draws people’s attention to the board itself and the information
e. Place a photocopy on all noticeboards for the week, or until your next talk

Convey the reason - Why are you giving the talk?

Employees often filter out information, so in giving a talk you have to make sure that you grab their interest from the beginning; e.g. DON’T SAY “Oh Well, its time for another safety talk...”

Get their attention as quickly as possible. Use your own experience where necessary

Include a dramatic safety story related to the topic that may have been in the news recently, e.g. how a maintenance worker was electrocuted because he didn’t tagout machinery. Giving stats is also powerful – perhaps something about your industry.

The actual delivery

Your attitude and how you present yourself (e.g. your enthusiasm for the topic) is most important. Be positive - This will come through preparation.

You must communicate the message as clearly as possible.

Be serious - Health and safety is a serious subject, the overall approach should be serious.

Be confident: Look at people directly, not always at your clipboard, and involve them in the talk

Be Firm: Get the message across but don’t get side tracked

Questions

When asking a question from your talk, pause to give people time to think.

Recording

Use the attendance template to ensure all personnel attending sign the register at the end of the session to confirm their attendance.