



Talk No. 45		REFRESHER	
Start time		End	Duration

1. **Introduction:**

- 1.1 All persons on site have a responsibility for health and safety and to conduct their activities in a safe manner. This duty applies both to yourself and to your workmates.

2. **Main Points:**

- 2.1 Safety culture is what you see when you look! Safety is a way of thinking and acting safely even when no-one is looking!
- 2.2 Safety signs don't protect you, only people and safe systems do!
- 2.3 No system can be safe without the cooperation of all employers and employees. It is a team effort. It requires awareness and alertness on the part of everyone.

3. **Points to remember**

- 3.1 Know the company's safety policy and the arrangements.
- 3.2 Use and maintain PPE correctly. Report any defects immediately.
- 3.3 Do your bit to keep the workplace clean, tidy and safe.
- 3.4 Obey all warning signs and instructions.
- 3.5 Never operate plant or machinery unless you are suitably competent/trained.
- 3.6 Never interfere with safety devices such as ladders etc.
- 3.7 Never interfere or move safety equipment such as fire extinguishers.
- 3.8 Never throw things or materials. Dispose of them properly.
- 3.9 Never take short cuts.
- 3.10 Only ever use authorised lifting equipment.
- 3.11 Store/stack materials safely and at a safe height.
- 3.12 Check substances before use. Are they hazardous? Inflammable?
- 3.13 Be alert in vicinity of moving plant and machinery.
- 3.14 Be aware of trespassers. If you recognise someone, ask them who they are looking for and who the manager is.

- 3.15 Constantly think safety, defective equipment, managers — NEVER look out for unsafe practices, up etc and report such to site

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ATTENDANCE SHEET

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All operatives listed and signed below Box Talk.

Date

NAME