



NUMBER ONE FOR PLANT HIRE
OPERATED AND SELF DRIVE HIRE

Target Audience: *PTS Cardholders*

Subject: *General Site Safety and Housekeeping*

Why have the Toolbox talk, what is the purpose?

To remind those who work on site of their legal, moral and company responsibilities with regards to general site safety and housekeeping. It can also be used as an opportunity to re-enforce any customer site rules.

Date:.....

HEALTH & SAFETY TOOLBOX TALK

Your Health & Safety Responsibilities

- Comply with the Health and Safety at Work Act 1974 as the individual can be fined now as well as the company.
- You have a duty to look after yourself and those around who may be affected by what you do or don't do.
- Always report faults or defects which could endanger you or someone else on site.
- Make sure you comply with the site rules and Readypower's policies.
- Don't abuse or misuse PPE or machinery, only use them how they were intended to be used.
- Never engage in any activities that may be a danger to you or those around you, remember the worksafe procedure if you are asked to do something you don't agree with on safety grounds.

(At this point stop and ask a couple of questions to those who are being briefed)

General Site Housekeeping and Behaviour

- Don't litter, clean up as you go.
- Don't be abusive towards customers, raise issues of concern with the Machine Controller or the on-call Manager if necessary.
- If damage occurs to company property, report it to the on-call manager.
- Work with the customer to achieve the work objective, don't be unhelpful or obstructive, remember the customer is paying for your services so don't give them a reason to think that they shouldn't.
- Be proactive and address issues with the customer before they become a bigger problem for all on site.
- At the end of the shift remember that how the plant is left speaks volumes about you as an operator and the company so leave plant stored neatly, with all hydraulic attachments and isolate plant fully if not required.

