

The health and safety

Starter Pack

A Series of Health and Safety
'Toolbox Talks' & Guidance Sheets
for use within the waste industry



Developed in partnership
with the
Health and Safety Executive Northern Ireland

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Health and Safety Starter Pack – Toolbox Talks

Waste and recycling is regarded as a high risk industry. Although the industry only accounts for 0.6% of employees in the UK, it contributes to 2.8% of all reported injuries to employees. On these facts alone a few minutes spent learning how to avoid accidents represents time well spent.

This health and safety starter pack has been designed to assist you in developing a training programme for employees and consists of a series of 'Toolbox Talks'. A 'toolbox talk' is a short presentation to your workforce on a single aspect of health and safety. It should be concise and punchy in order to get the message across.

A simple training course even if only several minutes long will also assist you as an employer in meeting your legal obligations to provide information, instruction and training to employees about the risks they face in their work.

Please note that the content of each presentation is provided to you as a guide and in many cases additional training may be required to give a full level of competence.

A record should be kept of who has received this training as proof may be required at a later date. A template for maintaining training records is included within this pack which may be copied for further use.

The purpose of this collection of talks is to assist supervisors, who have some knowledge of the subject area, in providing information, instruction and training to employees.

The following points should be considered when delivering a presentation.

1. Although detailed specialist knowledge is not required, experience of the activities and an appreciation of relevant health and safety matters are necessary.
2. Choose an appropriate time to do the talk. First thing in the morning may be the best time when colleagues are more likely to devote attention.
3. Choose the right location, make sure you can be heard and ensure unnecessary distractions are avoided.
4. Speak clearly and loudly enough to get your message across.
5. Use your experience and provide examples throughout your presentation to make it more engaging.
6. Use the talks as a guide and add or remove content as necessary to ensure your presentation is relevant.
7. Allow time for questions and if necessary seek further advice from your safety adviser or manager to obtain answers.
8. Ensure you take time to consider the content of your presentation as they are not intended to be delivered without any preparation.
9. Plan your presentation to last not more than 15 minutes and less if required.
10. Repeat talks at appropriate intervals and certainly when required e.g. following observed bad practice.

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