



Subject: Personal Responsibility Tool Box Talk No.: 002

KEY MESSAGE

YOU HAVE RESPONSIBILITY FOR YOUR OWN ACTIONS WHEN WORKING ON SITE

The Health and Safety at Work Act has a number of sections that refer to people being responsible for their own actions when at work and these are outlined below.

What these sections of the Act are actually saying is that individuals must work in a manner which does not put themselves or anyone else in danger.

They must comply with all safety requirements advised by their employer and they must not misuse or abuse any article supplied for safety purposes, for example protective clothing or fire extinguishers.

HASAWA Section 7 - It is your duty whilst at work:

- To take reasonable care for your health and safety and that of any persons who may be affected by your acts or omissions at work,
- You must also co-operate with your employer in health and safety matters.

Example: An employer has a responsibility to provide training to his employees; this has been being carried out through things such as site induction and these type of toolbox talks. It is therefore your duty to co-operate with your employer, attend these sessions and act on the information and instruction provided.

HASAWA Section 8 - You must not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare.

Example: The fooling with and misuse of a fire extinguisher; or using a helmet to carry substances in. Helmets are for head protection only.

Wearing PPE such as hard hats and safety glasses isn't a personal choice. You must comply with control measures outlined in risk assessments and site rules. It is not OK to say "I'll accept the risk and not bother wearing a hard hat"

Discussion points:

If you seen a supervisor flaunting H &S rules or taking unnecessary risks what should you do?



TOOL BOX TALK RECORD SHEET

COMPANY: _____

SUBJECT OF TOOLBOX TALK: _____

NAME OF PERSON DELIVERING TOOLBOX TALK: _____

TIME: _____ DATE: _____ LOCATION: _____

NOTE ANY QUESTIONS ASKED BY STAFF DURING TOOL BOX TALK:

**YOU SHOULD ONLY SIGN THIS SHEET IF YOU HAVE UNDERSTOOD THE INFORMATION PROVIDED.
IF YOU ARE IN ANY DOUBT OR UNSURE ABOUT ANYTHING COVERED BY THIS TOOL BOX TALK
PLEASE ASKED THE PERSON DELIVERING THE TALK TO EXPLAIN MORE FULLY.**

PLEASE PRINT YOUR NAME	JOB DESCRIPTION	SIGNATURE

SIGNATURE OF PERSON DELIVERING TOOL BOX TALK: _____

