



**Subject: H & S Policy**

**Tool Box Talk No.: 70**

The objectives of the Health and Safety at Work Act 1974 are to secure the health, safety and welfare of persons at work and to protect others from risks to their health and safety arising out of, or in connection with, the activities of persons at work.

Under the Health and Safety at Work Act, Section 2(3), employers with five or more employees must have a written policy for looking after the health, safety and welfare of all their employees, and it must state the means by which the policy will be implemented.

HSE inspectors look for hard evidence that a company is operating an effective safety management system and the first piece of evidence of this will be the written Policy. This is a demonstration of a company's commitment to provide and maintain safe systems of work and other health and safety associated arrangements..

The environment is also subject to stricter legal controls since the introduction of the Environmental Protection Act (E.P.A.) in 1990. The E.P.A. has been introduced to protect the environment and to prosecute companies and/or individuals who fail to do this. The Construction Industry's work involves potentially polluting activities i.e. working adjacent to watercourses, drains, etc. and in the last few years companies have been prosecuted for contravening the Act.

The effect of environmental or safety prosecutions can be harmful to a company, it can lead to increased costs, adverse publicity, low morale and removal from tender lists. By increasing our S.H.E. awareness, we can avoid this and create a positive working environment.

To help achieve these goals our company has a written S.H.E. Policy, a copy of which is available for inspection at all our operating locations. The person responsible for the organisation of S.H.E. matters on site is normally the Site Supervisor, Managing Director or General Foreman. Have you seen the company's S.H.E. Policy? If not ask your supervisor where it is and how you can access it.

The SHE Policy contains the responsibilities, organisation and arrangements a company has in place for SHE issues. If you hold a position with specific SHE responsibilities, make yourself familiar with them.



## 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:

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**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 |
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SIGNATURE OF PERSON DELIVERING TOOL BOX TALK: \_\_\_\_\_

