

HAZARDS AWARENESS TOOLBOX TALK



SUBJECT	HAZARDS AWARENESS
RESOURCS	PowerPoint Presentation

ARE YOU AWARE OF WHAT HAZARDS ARE AROUND YOU

Facilitator: This toolbox talk will cover:

- What is a hazard?
- Some hazards you should be aware of:
 - Material & equipment
 - External and internal environment
 - People
 - How to avoid them

Ask trainees to identify what they think hazards are in their working environment both internally and externally.

Some examples:

- Noisy machinery – extreme noise leads to deafness
- Moving forklift – follow appropriate safety precautions
- Chemicals, eg: not labelled or stored correctly
- Electricity – tagged and tested
- Damaged equipment – eg: power tools not checked or replaced
- Working at heights
- Ergonomic - repetitive job, heavy lifting, improper workstations
- Bullying and violence
- On the road - other drivers, speeding
- Animals
- Fatigue – tired
- Biological – viruses
- Fallen objects on the road that are in the path of a driver

The above are just same examples and there will be many more that will be raised during your discussion.

Explain Risks definition:

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A **risk** is the chance of an incident or event occurring that could cause:

- damage or loss of equipment, or
- injury, sickness or death of people

Basically, a risk might occur when exposed to a hazard.

Without a hazard, there is no risk.

Risk is a combination of two things – the chance that the hazard will cause harm and how serious that harm could be.

Note: Risks will be covered in a separate Toolbox talk.

Imagine yourself in various situations and ask yourself some of the following questions:

- 1 Which material could I encounter?
- 2 What materials or equipment is being used?
- 3 What could I hit myself on or get myself stuck in?
- 4 What could I fall from or off?
- 5 What could I slip on or trip over?
- 6 How could I overexert myself?

These are just a few questions that you should think about.

What are hazards?

A hazard is a source of potential harm.

Can be a source of potential damage, harm or adverse health effects on something or someone (eg: to people as health effects, to a business its property or equipment losses, or to the environment).

Examples

A wet floor. If no one walks on it, no harm is done. However, if someone walks on it, they run the risk of slipping which could lead to injury.

Heavy lifting – leading to back injury.

Overworked leading to stress.

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Virtually every workplace presents hazards.

Remember everywhere there are hazards you just need to be aware of your different environments and take care to be focussed on what is going on around you.

Hazards can be broken down into two basic categories:

- Acute Hazard – these are hazards that pose obvious issues and would impact instantly. Example: liquid spillage, causing immediate danger of someone slipping over and hurting themselves.
- Chronic Hazard – these hazards are not immediately apparent, and can have more of a hidden issue, sometimes only arising after a long period. Example would be the build-up of workplace stress or the gradual decline of a vehicle not maintained or serviced.

There are six core types of hazards, either acute or chronic.

- 1 Physical – workplace hazard, eg: obstruction of walkways, poor lighting, spillages on floors.
- 2 Chemical – any form of liquid, vapour, dust, fumes or gases that could be spilt, leaked or misused.
- 3 Ergonomic – ill thought-out design, eg: workstations that not designed for use. Unsafe working conditions leading to injury, eg: repetitive tasks or movement.
- 4 Radiation eg: UV and microwaves.
- 5 Psychological eg: stress, working long shifts, problems dealing with the public, bullying and harassment.
- 6 Biological – different from chemical eg: viruses, bacteria and fungi.

COMMON HAZARDS TO BE AWARE OF:

- Material & Equipment
- Environment
- People
- Processes & Procedures

MATERIALS & EQUIPMENT

Hazards in our equipment

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Truck has bad brakes, has not been serviced it could lead to a road crash.

Power tools not tested and tagged, electrical fault leading to electrocution.

People could get hurt and property could be damaged.

ENVIRONMENT

Whether it is in your workplace, on the road, on a job site, remember hazards are everywhere, eg:

- Slippery walkways
- Spillages
- Noise – hearing PPE
- No pedestrian marking in warehouse where forklifts operate
- Racking not bolted correctly in warehouse
- Block or obstructed fire exits
- Bad weather
- Bad lighting
- Hot conditions
- Road works
- Children and animals getting in the way
- Trip hazards

PEOPLE

People pose a danger to themselves, their workmates or the property they are working with through:

- Incompetence – if we are not trained and competent to do the job
- Poor attitudes – hurrying or not taking sufficient care.
- Being unfit or sick
- Being fatigued, particularly for drivers
- Being affected by alcohol, illegal substances or some medications

These conditions lead to poor work performance and, more importantly, to accidents and injuries.

PROCESSES & PROCEDURES

Companies establish procedures for managing activities or doing different jobs.

For example, if we run a fleet of trucks or vans, we will have policies and procedures for their maintenance.

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For specific activities, we develop Safe Work Method Statements (SWMS) and Job Safety Analyses (JSAs).

If these processes and procedures are not correct or not adequate, they present hazards, ie: they could lead to accidents.

HOW TO IDENTIFY HAZARDS

Before the start of a shift or new procedure, equipment and vehicle must be checked before leaving the depot and your workplace surroundings should be reviewed for potential hazards, especially around high-risk areas.

During Work

While tasks are being completed, ensure everyone are aware of any changes. If you see or think something is not right, that something is abnormal, could cause an injury or accident report it to your supervisor.

After an Accidents

All accidents or injuries should be reported to Management and recorded in the accident book, including details of the full circumstances so that risks from hazards can be identified and minimised or removed.

Regular Workplace Inspections

Informal and formal workplace inspections should be done regularly, with fully focus on identify any hazards.

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Items Raised/Corrective Action	Action By	Action completed	
		Sign off	Date

DATE:.....

FACILITATOR SIGNATURE.....