PPE toolbox talk

Protective equipment · about 5 minutes · read it out, or say it in your own words

SITE OR JOB	DATE	PRESENTER

PPE is the last thing standing between a worker and an injury when everything else has failed. The injuries it prevents happen in a second: a chip off a grinder disc, a block dropped on a foot, a spanner falling from a scaffold. It only works if it is the right kind, it is in good condition and it is worn the whole time.

SAY THIS

PPE is the last line of defence

Before anyone hands out gloves, the job itself must be made safer: a guard on the grinder, toe boards on the scaffold, the dust wetted down. PPE protects you from what is left after that. So it has to be on you every time you do the work, not only when the safety officer walks past. A hard hat on the dashboard of the bakkie protects nobody.

What this site needs today

On this site the basics start at the gate: hard hat, safety boots and a reflective vest. Then the task decides the rest. Safety glasses or a face shield for cutting, grinding and chasing walls. Earplugs or muffs near the breaker, the plate compactor and the cut-off saw. A dust mask made for the job when you cut brick, block or concrete. Gloves that suit the material, because leather rigger gloves won't stop wet cement burning your hands. If you are not sure what your task needs, ask before you start.

Check it before you put it on

Look at your PPE every morning. A hard hat with cracks, a shell that has gone chalky in the sun, or one that has taken a hard knock must be swapped, even if it looks fine. Never drill holes in it or paint it. Boots with split soles, glasses you can't see through, a mask with a broken strap: hand them in and get new ones. Damaged PPE makes you feel safe without keeping you safe.

Wear it the right way

Adjust the hard hat's harness so it sits level and stays on when you bend over. A dust mask only works when it seals against your face, so stubble or a beard under the edge lets the dust straight in. Roll foam earplugs thin and push them right in. A vest zipped open under a jacket can't be seen by the TLB driver. Keep it all on for the whole time you are in the work area, not just for the first cut.

It is free, and you look after it

Your employer must give you the PPE the job needs at no cost to you, keep it in a good and clean condition, and show you how to use it and what it can't do. Your part is to wear it, look after it, and not damage it or take it off site. If something gets lost or broken, tell the supervisor the same day and get it replaced before you carry on. Asking for new kit is part of the job, not a favour.

CHECK ON SITE TODAY

- [ ] Look at every person here: hard hat, safety boots and reflective vest on? Anyone missing something gets it before work starts.
- [ ] Open the PPE store or the bakkie: are there spare safety glasses, earplugs, dust masks and gloves for today's tasks?
- [ ] Check hard hats for cracks, chalky or faded shells and broken harnesses, and take damaged ones out of use.
- [ ] Find today's noisiest and dustiest jobs, and agree who needs hearing protection and dust masks there.
- [ ] Make sure visitors and delivery drivers who come past the gate get a hard hat and vest.

ASK THE CREW

- ? Which piece of PPE is hardest to keep on all day, and what would make it easier?
- ? Which job today needs more than a hard hat, boots and a vest?
- ? Has anyone's PPE been damaged, worn out or gone missing this week?
- ? If the PPE for a job isn't on site, what do you do?

PROTECTIVE EQUIPMENT FOR THIS JOB

Hard hat · Safety boots · Reflective vest · Safety glasses or a face shield for cutting and grinding · Earplugs or ear muffs for noisy work · A dust mask suited to the task · Gloves suited to the material

THE LAW

Occupational Health and Safety Act 85 of 1993, section 8(2)(b) and (e): General duties of employers to their employees; General Safety Regulations, 1986, regulation 2: Personal safety equipment and facilities; Occupational Health and Safety Act 85 of 1993, section 14: General duties of employees at work; Occupational Health and Safety Act 85 of 1993, section 15: Duty not to interfere with, damage or misuse things; Construction Regulations, 2014, regulation 7(6): Duties of principal contractor and contractor. What each one says, in plain words, with links: sitediary.co.za/toolbox-talks/ppe/

Toolbox talk attendance register

TOPIC

PPE: personal protective equipment

DATE

SITE OR JOB

TIME

PRESENTER

COMPANY

PRESENTER SIGNATURE

By signing, I confirm that I attended this toolbox talk, that it was given in a language I understand, and that I could ask questions.

NO.	NAME AND SURNAME	COMPANY OR TRADE	SIGNATURE
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Keep this register in the site health and safety file. Log the talk in today's site diary with a photo of this page.