

## S2 – Toolbox Talk

### Accidents, Incidents, Near Hits & Unsafe Behaviour

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#### Unsafe behaviour

There are things you can do to stop accidents, incidents and near hits occurring. By looking out for yourself and your colleagues, and challenging the way tasks are being undertaken you can help to improve our health and safety performance.

- Ensure you maintain a clean and tidy work place.
  - If you are not sure about a task or activity then stop and seek advice.
  - If you are still in doubt, say 'No'.
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#### Near hits

For every serious injury there are likely to be hundreds of near hit incidents which, if they are not reported, will eventually result in accidents, serious injuries and ultimately death. If you see anything dangerous happening, which nearly causes an accident, report this to your supervisor as soon as possible.

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#### Accidents

Follow the company accident reporting procedures and inform your supervisor. The company needs to know about all accidents however trivial so we can stop them happening again. Failure to report an accident could result in disciplinary action.

In the event of an accident which results in serious injury, after obtaining suitable treatment for the casualty, do not disturb the scene of the accident in any way until authorised to do so by your manager.

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#### Accident investigations

The company has procedures for the investigation of accidents. Some accidents will be discussed at an incident inquiry, which is chaired by a senior manager or director. The purpose of an incident inquiry is not to apportion blame for the accident, but to find out what needs to be done to prevent a similar accident happening again.

Please support the investigator and the inquiry chairman so we can find the root cause of the accident. It is in your interest and the interest of your fellow workers to be helpful.

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#### Damage to plant

Report any damage to the plant, however minor. Structural instability can lead to a major accident/collapse. Any damage must be reported directly either to the manager or the supervisor at the earliest opportunity.



## Training register

Date .....

Name of attendee

Signature

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