

H3 – Toolbox Talk

COSHH – Control of Substances Hazardous to Health

The major element that must be considered when working with substances hazardous to health is:

- Injuries or ill health resulting from the use of chemicals without the correct procedures being followed and the correct precautions taken.
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- Your manager will arrange to carry out a COSHH assessment. Following this assessment, your manager will issue you with a set of working instructions advising you of the precautions necessary to handle the particular substances safely.
 - Never use any product for which you have not received work instructions without first referring to your manager or supervisor.
 - Always follow the work instructions issued to you by your manager when exposed to, or working with, chemicals or hazardous substances.
 - Always wear the personal protective equipment supplied to you and specified in the work instructions when handling potentially dangerous substances.
 - Look after your PPE and report any defects to your supervisor.
 - Before use, know where your washing and first aid facilities are.
 - Wash your hands regularly, especially before eating, drinking, smoking or applying make-up.
 - Do not eat, drink or smoke when handling substances.
 - Take immediate action to make safe any spillage. Follow the procedure written in the work instructions. If in doubt, seek advice from your supervisor or manager.
 - Store chemicals and hazardous substances in accordance with the label's instructions, and away from traffic routes and walkways. Where a secure compound is provided for the storage of chemicals, always return all containers to this store at the end of any working period.
 - Your plant may have various items of equipment installed to help protect you from hazardous substances (eg water sprays or extraction systems to control airborne dust). Always ensure that this equipment is in use before you start work. If any of this equipment is faulty, report it to your supervisor immediately.
 - Always seek advice from your supervisor or manager before disposing of part-full or empty containers.
 - Make sure you understand what actions should be taken if you are accidentally exposed to a hazardous substance.

Manager's Note: If possible, review the current working instructions for hazardous substances. Ensure your employees give you feedback on the contents of working instructions.



Training register

Date

Name of attendee

Signature

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