

S1 – Toolbox Talk

Access & Egress – General

A common cause of accidents is unsafe means of access. Everyone has a responsibility to ensure that all access areas within the workplace are kept clear from obstructions, and that items or spillages do not interfere with free and safe movement around plant and equipment.

Ensure:

- Conveyor and plant walkways are kept free of obstructions and spillage to ensure safe access to all areas
 - Guards, handrails and toe boards are not interfered with or removed unless requested by the manager
 - Where ladder access is necessary, that it is sound, securely tied and safe for use (see Ladders)
 - Emergency equipment, ie fire extinguishers, fire exit/doors, lifebelts etc, is kept free from obstruction at all times
 - Gangways, corridors and exits in offices and workshops are kept clear to allow free and safe passage
 - Mobile plant driver’s cab access steps and handholds are maintained and in good condition
 - Defects with any of the aforementioned items are made known to supervisors immediately.
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Training register

Date

Name of attendee	Signature
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