

Reference document

R0098 **Guidance and material for giving tool box talks**

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MAYOR OF LONDON



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1 Purpose

- 1.1 The purpose of this Reference document is to provide a single source of information and materials for staff who deliver toolbox talks, staff briefings and safety hour briefings in London Underground.

2 Scope

- 1.1.1 This Reference document applies to London Underground staff and is particularly relevant to those working in the Capital Programmes and Asset Performance Directorates. The material in this document may also be suitable for use by Tube Lines and third party suppliers to London Underground.
- 2.1.1 This document can be used in conjunction with the London Underground documents listed in section 6.1.

3 Information

3.1 How to use tool box talks

- 3.1.1 The tool box talk materials in this document can be delivered during a variety of scenarios, for example: Safety hours, team meetings, prior to going out on site or as part of a pre-work briefing.
- 3.1.2 The toolbox talk materials can also be used to improve your knowledge of specific issues or requirements such that you can engage with staff on these matters during the course of your work, for example: planned inspections, safety tours or contract meetings.
- 3.1.3 It is important to prepare yourself before delivering these topics, take time to read the talk and become familiar with it. The material in each tool box talk is sufficient information to deliver to your audience however you may want to do further research to gain a greater understanding of the specific topic.
- 3.1.4 Deliver the talk in as quiet a location as possible with minimal distractions. Take approximately 15 minutes to deliver each topic.
- 3.1.5 Explain the reason you are giving the talk, why it's important that the audience listens and the information relevant to your workplace. The following tips might help you:
- Be positive and confident.
 - Keep it brief and target your audience.
 - Be prepared for questions. If you do not know the answers, do not make it up. Say you will find out and get back to them and ensure that you do.



- Ask questions to gain confirmation that the group have understood the talk. If the group is quiet or not responding rephrase your question.. Try not to give them the answer.
- Use your own words and experiences.
- Engage the group by asking them about their own experiences, listen to what they have to say.
- Be firm – get the message across and don't get side tracked.
- Remember these are serious topics and you are providing important information.

4 Tool box talks topics

The following pages contain toolbox talk topics that can be used independently or together to brief your teams.



4.1 Alcohol and Drugs Toolbox Talk

Audience: All Staff

INTRODUCTION

- Alcohol or Drugs can adversely affect your ability to do your job
- You **must not** report for duty if you are under the influence of alcohol or drugs
- If you are suspected of being under the influence of alcohol or drugs on site you will be required to take an alcohol and drugs test
- If the test is positive you may lose your job and possibly be prosecuted
- Drugs prescribed by your doctor can make you unfit to carry out your duties, as well as illegal / recreational drugs.

BUSINESS REQUIREMENT

- London Underground has a duty under the Transport and Works Act 1992 to exercise 'all due diligence' to prevent employees from working whilst they are unfit for duty, or where their ability to carry out their duty is impaired through the use of alcohol or drugs.
- LU's policy on Drugs and Work is contained in 1-257 and Alcohol and work in standard 1-251.

STAFF REQUIREMENTS

You **must not** have had any alcohol in the **8 hours prior** to reporting for work and **no more than 7 units of alcohol in the 24 hours prior to reporting for work.**

For LU employees, admission of a drug or alcohol problem to your manager, or to Occupational Health and the DAATS team before the disciplinary process is initiated, offers the protection of the drug and alcohol policy.

You must inform your immediate manager if you are taking medication or drugs which might reduce your vigilance or adversely affect your work performance before booking on or commencing work.

If you suspect that a member of staff is under the influence of drugs or alcohol you must inform your supervisor. Supervisors may arrange for a drugs and alcohol test to be carried out.



You MUST:

- ✓ Make sure that you fully understand and accept responsibility to comply with the Alcohol and Drugs policy and guidelines
- ✓ Tell your manager if you are taking prescribed or 'over the counter' medication
- ✓ Talk to your manager or Occupational Health if you need help with alcohol or drug issues.
- ✓ Tell your manager if you believe a colleague is under the influence of alcohol or drugs, or their performance or behaviour is affected by alcohol or drugs

You MUST NOT:

- ✗ Consume any alcohol in the 8 hours before reporting for work
- ✗ Consume more than 7 units of alcohol in the 24 hours before reporting for work
- ✗ Assume that 'over the counter' medicines will not affect your ability to carry out your duties.

4.2 Buried Services Toolbox Talk

Audience: All Staff

INTRODUCTION

Every year in the UK, people are injured or killed due to contact with buried services. The term 'service(s)' as used here, means all the hidden or buried pipes, cables and equipment associated with the electricity, gas, water (including sewerage) and telecommunications industries. It also includes other pipelines which may transport a range of petrochemical and other fluids. Services may be hidden behind cladding and panelling. It does not include underground structures such as railway tunnels etc.

Electricity and gas can be particularly dangerous. Damage to electricity cables can cause severe burns or fatalities. Gas leaks can cause fires or explosions. Damage to water and sewerage can cause flooding that harms people and damages property and assets.

REQUIREMENT

Legislation covers various topic areas concerning buried services. The main requirement is to ensure suitable and sufficient risk assessments are carried out and adequate controls are implemented. Excavation work should be properly managed to control risks as set out in London Underground's standards 1-114 'Safe Systems of Work on or near Electrical Equipment' and 1-021 'Works near main services and structures'.

WHAT IT MEANS TO US

As well as causing harm to people, failure to check for, and work safely with buried services can cause damage that stops works and may affect the safe running of the railway. For example,

IF A GAS LEAK IS SUSPECTED YOU WILL NEED TO:

- Remove people from the area concerned also warning the occupants of any nearby or adjoining buildings to leave
- Stop all plant in the immediate area and contact the emergency services and the local gas authorities immediately
- Prevent smoking and naked flames in the area
- Assist the utility company, police or fire services as required.

YOU MUST:

- ✓ Have examined the high voltage and pilot cable records prior to digging.
- ✓ Consider the possibility of hidden cables when planning works and ensure work methods take account the potential for hidden cables
- ✓ Make sure that you have a valid Permit to Dig
- ✓ Use an approved cable avoidance tool (CAT scanner) and clearly mark cable positions
- ✓ Ensure that the CAT scan operative is certified to operate equipment
- ✓ Look for other signs that services may be present – street lights, houses, manholes
- ✓ Hand dig using insulated non-powered tools around the services. Picks, pins and spades must be used carefully
- ✓ Ensure that any cable in concrete has been made dead before breaking out
- ✓ Keep checking with the CAT scanner (every 0.150m) and keep a visual watch for services as digging continues
- ✓ report any damage or suspected damage to any HV or pilot cables to the Shift Supply Engineer on emergency number 0207 240 1088 (Auto 945)
- ✓ Report any damage or suspected damage to other cables, coatings or pipes to the London Underground Fault Report Centre
- ✓ Backfill around services with a fine material
- ✓ Demarcate/mark excavations with hazard identification warning so as to notify others of the presence of services.

YOU MUST NOT:

- ✗ Use hand-held power tools within 0.5m of the marked position of electric cables
- ✗ Use a mechanical excavator within 0.5m of a gas pipe
- ✗ Use exposed services as a step- or hand-hold, or attempt to handle or change position of any exposed service
- ✗ Install plant close to an existing service
- ✗ Encase services in concrete unless specifically instructed
- ✗ Rely on the CAT scanner when working close to the track as spurious indications may be given
- ✗ Investigate any suspected damaged cables.

4.3 Confined Spaces Toolbox Talk

Audience: All Staff

INTRODUCTION

A confined space can be any space in which, by virtue of its enclosed nature, there is a foreseeable risk of death or serious injury.

A number of people are killed or seriously injured in the UK each year in confined spaces. This includes not only those working in the confined spaces, but also those who try and rescue them without proper training or equipment. The main hazards include, but are not limited to, reduced oxygen, accumulation of fumes and hazardous gases, fire or explosion, Weil's disease and hepatitis.

REQUIREMENT

Legislation requires suitable and sufficient risk assessment to be carried out for all confined space work activities and measures necessary taken to protect the safety of those working in them.

WHAT IT MEANS TO US

Confined spaces on LU include, but are not limited to, platform inverts, cellars chambers, pits, tanks, manholes, sewers, tunnels and some excavations.

All staff who works in confined spaces must be trained and competent to do so. You must ensure that you have been briefed on the Safe System of Work to carry out your duties, including the emergency procedures.

Rescue procedures must be followed for the rescue of any person at work in a confined space in the case of an emergency.

YOU MUST:

- ✓ Assess whether the need for access can be avoided by using alternative working methods
- ✓ Ensure that a safe system of work is in place and followed
- ✓ Only work in a confined space if a permit to work/enter has been issued
- ✓ Ensure that a good system of communication is established and clearly understood
- ✓ Ensure that all staff are fully briefed before entry into a confined space
- ✓ Ensure you are fit to enter the area.

YOU MUST NOT:

- ✗ Enter a flooded platform invert or confined space – arrange for the area to be drained
- ✗ Enter a confined space until a full risk assessment has been made by a competent person and a permit to enter issued
- ✗ Enter a confined space if you **have not** been trained in the use of any breathing apparatus required to enter



- ✓ Check communications, locations of safe access and exit points, and monitoring and rescue equipment
- ✓ Check for flammable or toxic gases and oxygen content
- ✓ Ensure that there is a trained and qualified 'topman' present
- ✓ Ensure that entry points are guarded and/or signed to prevent falls
- ✓ Use all personal protective equipment and clothing provided
- ✓ Use British Approval Service for Electrical Equipment in Flammable Atmospheres (BASEFFA) approved electrical equipment where flammable gases may be present
- ✓ Make sure that any recovery winch and all apparatus is working, locate position of nearest telephone, understand emergency procedure and ensure they are briefed.
- ✓ Leave the confined space immediately if told to do so.

- the confined space
- ✗ Eat, drink, smoke, use naked flame or allow exhaust fumes to occur in close proximity to point of entry to the confined space.
- ✗ attempt a rescue without first raising the alarm and wearing breathing apparatus.
- ✗ attempt rescue using Escape Breathing Apparatus; the first duty of any rescuer is to ensure their own safety.



4.4 Contaminated Land Toolbox Talk

Audience: All Staff

INTRODUCTION

Land is contaminated when it contains substances that could prove to be harmful to people or the environment. Contaminated land may arise from previous activities on site, current activities, contaminants from elsewhere or a combination of any of these factors. Contaminated material can sometimes be discovered where it is not expected.

Contaminants could be present in solid form such as asbestos or tar residues, in liquid form such as oils or solvents or even as a gas such as methane.

REQUIREMENT

Working in contaminated soils without the proper precautions and controls may result in pollution and / or harm spreading into the surrounding land, adjacent watercourses or into the atmosphere.

Any pollution escaping from the site may lead to prosecution. Where there is a risk of contamination of land the Environment Agency can issue notices prohibiting work until the risk of a potential incident is remedied.

We can be forced to pay for contamination we cause or permit by failing to report. If the contamination is severe we can be asked to reinstate similar land elsewhere to replace what has been lost.

WHAT IT MEANS TO US

The potential for contaminated land must be considered before works start on site. If contamination is likely to be encountered then methods for dealing with this must be identified and if necessary a detailed remedial plan must be developed.

You must work to the instructions set out in the work instructions. Be aware that potentially contaminated material can sometimes be discovered where it is not expected.



YOU MUST:

- ✓ Always wear the correct protective clothing.
- ✓ Ensure materials that could cause contamination are stored safely and not too close to drains or watercourses.
- ✓ Look out for changes to the types of materials you are working in which may show up as:
 - Differences in colour or texture
 - Presence of rubbish or foreign objects
 - Differences in smell
- ✓ Stop work and report any suspicions of contaminated land.

YOU MUST NOT:

- ✗ Leave or ignore spillages.
- ✗ Ignore discoveries of contaminated land.
- ✗ Try to clean up contaminated land you discover – seek advice from your manager and SQE Adviser.

4.5 COSHH Toolbox Talk

Audience: All staff

INTRODUCTION

London Underground use hazardous substances in many of our workplaces. These substances are found in a variety of forms, including: solids, liquids, gases, mists, fibres, fumes, smoke, vapours and biological agents.

Hazardous substances are subject to risk assessment under the Control of Substances Hazardous to Health Regulations 2002 (as amended), known as COSHH. LU uses a software system called Sypol for its COSHH risk assessments. LU has trained competent assessors to carry out COSHH risk assessments.

REQUIREMENT

- COSHH risk assessments must take in to consideration the substance(s), process or task and person using the substance(s) when determining the level of risk. A safe system of work must be established when hazardous substances are present in the work place.
- All staff must be made aware of any risks to health from working with hazardous substances and control measures in place. This includes task specific personal protective equipment (PPE).
- Staff must not interfere with any monitoring or sampling equipment unless they are competent and authorised to do so.

WHAT IT MEANS TO US

Personal protective equipment (PPE) must be provided by your employer as required by the risk assessment. It must fit properly and must be in good condition.

You must wear PPE where it is provided.

YOU MUST:

- ✓ Substitute hazardous substances with less hazardous substances wherever possible
- ✓ Ensure that any fumes are vented and are not being directed towards staff, in line with the controls in place
- ✓ Make sure you are competent to use

YOU MUST NOT:

- ✗ Store hazardous substances above head height
- ✗ Eat, drink or smoke while handling hazardous substances
- ✗ Carry out work unless an adequate risk assessment and appropriate controls are in place



- any hazardous substances you are required to use
- ✓ Read and comply with all the information on the hazard data sheet and the instructions on the product label
 - ✓ Speak to your supervisor if you have any concerns about substances you may be required to use
 - ✓ Wear appropriate PPE when instructed to do so
 - ✓ Know how to look after and use PPE correctly
 - ✓ Know where washing and first aid facilities are on site
 - ✓ Wash hands at the end of each shift and always before eating, drinking or smoking.

- ✗ Work with hazardous substances without using the appropriate PPE.



4.6 Environmental Noise & Vibration Toolbox Talk

Audience: All Staff

INTRODUCTION

Noise and vibration can occur from a number of sources:

- Excavation, tunnelling, piling
- Plant and equipment e.g. generators
- Deliveries and waste movements
- Shouting
- Train movements, e.g. wheel screech
- Public address system announcements

Noise can lead to neighbour complaints, legal action and disruptions/delays to planned works. As well as our train and station daytime operations, we often carry out work at night when people in London are trying to sleep.

REQUIREMENT

Local authorities have statutory powers to manage environmental noise. You may need to have a 'Section 61 consent' (Control of Pollution Act 1974) granted by the relevant local authority prior to work commencing on the worksites.

Suitable arrangements need to be made well in advance of any works. A copy of approved consent must be available on site along with other relevant information. Local councils have the power to serve a prohibition notice, stopping works, if noise from our activities is causing a nuisance.

WHAT IT MEANS TO US

Good site noise management benefits people at work, fosters good relationships with surrounding neighbours and neighbourhoods, benefits the environment and will assist in reducing costs and delivering projects on time.

You must work to the instructions set out in the work instructions and/or the Section 61 consent.

YOU MUST:

- ✓ Seek advice from your manager and SQE Adviser if unavoidably noisy works will take place.
- ✓ Carry out noisy work during the day time where possible, or work in short periods.
- ✓ Choose suitable equipment which generates the least noise and only use tools, plant and equipment provided.
- ✓ Enclose or muffle noisy equipment wherever possible and use silencing equipment available.
- ✓ Keep panels closed on all generators and compressors.
- ✓ Switch off noisy plant or equipment when not in use.
- ✓ Limit use of radios or other audio systems in sensitive areas.
- ✓ Arrange materials transfer points away from sensitive buildings and people.
- ✓ Arrange appropriate delivery times on site to suit the area and to avoid disturbing the local community.
- ✓ Arrange routes for mobile plant such that the manoeuvring is minimised to reduce reversing warning noises.
- ✓ Report tools, plant or equipment which is defective. Loose parts and connections can create noise
- ✓ Inform your manager immediately if you believe there is a noise problem on site or if you receive a complaint.

YOU MUST NOT:

- ✗ Use defective tools, plant or equipment on site.
- ✗ Shout on site.
- ✗ Have the volume settings of audio systems too high.
- ✗ Keep vehicles engines running while idle, especially in residential areas, even for short periods of time.
- ✗ Work outside of the hours or conditions which are allowed by the local authority.
- ✗ Ignore any complaints from the local community.

4.7 Fire Safety Toolbox Talk

Audience: All Staff

INTRODUCTION

Fires occur when three elements come together in sufficient amounts: Heat, Fuel and Oxygen. Keeping these elements apart will help to prevent fires. If fires do occur it is important to know how to act and deal with them safely.

REQUIREMENT

Most fire extinguishers are coloured red with a contrasting coloured panel or band to indicate the contents.

- Water (red) – for use on Class ‘A’ fires involving paper, wood and solid flammables.
- CO2 (black) – for use on Class ‘A’ and ‘B’ fires involving liquids, gases and most fire involving electrical equipment.
- Foam Spray (AFFF) (cream) – for use on Class B fires - flammable liquids.
- Fire Blanket – for use in smothering fires involving oils and fats and may be used for protection as a welding drape if no suitable alternative exists.

WHAT IT MEANS TO US

You must work with all parties involved to make sure appropriate fire safety measures are taken. The LFEPA and LU Fire Engineers undertake regular inspections of London Underground premises, and will issue regulatory enforcement, prohibition and/or Engineering Regulatory notices where they deem fire safety measures to be inadequate.

YOU MUST:

- ✓ Keep access and egress routes clear of any accumulation of flammable or combustible materials
- ✓ Keep ignition sources away from combustible and flammable materials
- ✓ Use and comply with hot works permits (as appropriate)
- ✓ Use correct and approved storage systems and comply with storage licences
- ✓ Only store and use approved materials (including fuels) in proper sealed containers for flammable liquids, not open tins or buckets

YOU MUST NOT:

- ✗ Obstruct access to fire extinguishers
- ✗ Hang clothing over or near heating equipment
- ✗ Let paper, soiled or oily rags or other rubbish accumulate
- ✗ Smoke in prohibited areas
- ✗ Attempt to tackle a fire on your own, and always ensure that your escape route is clear
- ✗ Block fire doors or exit routes – keep them clear and unobstructed



- ✓ Ensure that fire watchperson(s) are appointed and identified to staff at the worksite (as specified)
- ✓ Ensure fire evacuation procedures align with the evacuation procedures for other parties on the premises where applicable. Procedures must be communicated and understood by all staff
- ✓ Ensure you know how to sound the alarm and know the local fire reporting procedure
- ✓ Ensure you know the fire evacuation procedures and assembly point for your worksite
- ✓ Ensure you know where the fire extinguishers are located, which one to use and that they are usable
- ✓ Ensure you know how and when it is safe to tackle a fire – do not tackle a fire that is larger than can be safely extinguished with one extinguisher
- ✓ Obey instructions provide by Alarms, PA messages or any responsible person in the event of a fire. Only re-enter when it is confirmed that it is safe so to do
- ✓ Always switch any electrical equipment off at the mains when it is not in use.

- ✗ Overload electrical sockets
- ✗ Use damaged or electrical equipment with exposed wires
- ✗ Tamper, alter or interfere with fire suppression or detection systems
- ✗ Use equipment with out-of-date portable appliance test (PAT) certification.



4.8 First Aid Toolbox Talk

Audience: All Staff

INTRODUCTION

First aid is the provision of immediate care to a person with an injury or illness, normally performed until the injury or illness is satisfactorily dealt or managed, until the next level of care, such as a paramedic or doctor arrives. Trained first aiders can save lives, prevent the casualty's condition from worsening and ensure that appropriate medical help is received as soon as possible.

REQUIREMENT

- First aid requirements (equipment, number of trained first aiders, alarms if appropriate) should be assessed and regularly reviewed.
- First-aid equipment must be provided. First aid boxes should be sealed, kept in a central location and near hand-washing facilities where available. Staff should be briefed on the location of this equipment.
- You should have a sufficient number of trained first aiders.
- You should have a small travelling first-aid kit if you are working away from the main site.

WHAT IT MEANS TO US

A trained, appointed person must be available at all times when people are at work. To ensure adequate first aid coverage for all shifts, you must review the first aiders available taking in to account their working hours.

First aid equipment and first aid rooms (where relevant) should be inspected as part of planned general inspections. The minimum quantity of first aid equipment must always be available. The names of first aiders must be prominently displayed and staff should be aware of who the first aiders are.

YOU MUST:

- ✓ Ensure that you know where the first-aid kit is kept
- ✓ Make sure you know who the first aider and/or appointed persons are
- ✓ Report to the first aider anything which has been used from the first-aid kit so that it can be replaced
- ✓ Know where the phone is and understand the procedure for calling the emergency services
- ✓ If first aid is required:

YOU MUST NOT:

- ✗ Move the casualty, unless they are in immediate danger
- ✗ Give food or drinks to the casualty; moisten lips only.
- ✗ Allow the casualty to smoke
- ✗ Cover or obstruct access to first aid equipment



- Remove the hazard from the casualty - if safe to do so
- Call for help, e.g. first aider
- Call an ambulance - you can do this direct, by calling the Network Operations Centre on 020 79187301, or by asking the premises manager or landlord to call it if necessary
- Remain with the casualty and give reassurance
- Make the casualty as comfortable as possible
- Give first aid if you are trained to do so
- ✓ Report all accidents, incidents and dangerous occurrences which happen at work no matter how minor via the incident line **0844 292 0292**
- ✓ Ensure the details are entered into the accident book.

- ✗ Use first aid equipment unless you are trained in its use.



4.9 Hand Tools Toolbox Talk

Audience: All Staff

INTRODUCTION

Many incidents occur involving hand tools: they may fall from heights, cause trip hazards, be used incorrectly, the wrong tool may be used, or they may be placed in positions where the cutting edges cause injury.

Hand tools may not seem as hazardous as power tools, but they can still cause injuries.

REQUIREMENT

Legislation requires suitable and sufficient risk assessments be carried out for all work activities and measures necessary taken for safety.

WHAT IT MEANS TO US

You must be trained and competent in the use of any tools, plant or equipment required to carry out any duties.

All hand tools in use must be in good condition, properly maintained and used correctly.

You must ensure that you have been briefed on the Safe System of Work to carry out your duties.

YOU MUST:

- ✓ Select the proper tools for the job
- ✓ Make sure tools are only used by people who have received adequate information, instruction and training
- ✓ Make sure that they are in good condition
- ✓ Use the tools as they were designed to be used
- ✓ Make sure that files are fitted with handles to prevent hand injuries
- ✓ Keep hands behind edges of cutting tools when working
- ✓ Use the right size of spanner to fit the nut
- ✓ Make sure you use the correct PPE if it

YOU MUST NOT:

- ✗ Use damaged tools
- ✗ Use files as levers or punches as they break easily
- ✗ Use the wrong tool for the wrong job
- ✗ Use scaffold tubes to give extra leverage on spanners, as the jaws may become damaged and split
- ✗ Leave tools lying such so that they can fall or be knocked over
- ✗ Leave tools lying in walkways or any place where they could be tripped over



is required

- ✓ Regularly inspect hand tools for damage
- ✓ Protect sharp edges of tools being stored or carried
- ✓ Scrap tools that are worn or damaged beyond repair
- ✓ Avoid chisels and punches with mushroomed heads
- ✓ Keep the edges of cutting tools sharp
- ✓ Return tools to toolbox or stores at the end of each shift
- ✓ Ensure that tools which are finished with are stored so that they do not cause a hazard to others
- ✓ Ensure that hammer heads remain tightly wedged on their shafts
- ✓ Renew wooden handles that are split – do not try to repair them.

✗ Use screwdrivers on work held in the hand.



4.10 Housekeeping Toolbox Talk

Audience: All Staff

INTRODUCTION

Tidiness is one of the foundation stones of good safety and environmental practice. Many incidents are caused through people tripping, slipping and falling over materials and equipment that should not have been left lying around.

Many environmental problems could be avoided if materials were disposed of properly instead of being allowed to escape into the surrounding area causing pollution.

REQUIREMENT

The relevant risk assessments must be completed and made available to staff. All materials must be stored in the manner specified by the supplier and as detailed in the safety data sheet. Safety data sheets must be filed in the materials and stores office as appropriate.

Materials should only be stored on LU property if an appropriate storage licence is in place.

WHAT IT MEANS TO US

Risk-based inspections of all workplaces and activities to identify and address any hazards, substandard conditions or practices must be scheduled and undertaken regularly. Any significant health and safety issues arising from inspections must be reported and/or recorded. This will include people seen, behaviour observed, and actions taken to address unsafe practices or conditions seen during the inspection tour.

Good housekeeping practice is good health, safety and environmental practice.

YOU MUST:

- ✓ Ensure that all waste is disposed of in the correct skip / bin
- ✓ Make sure that spilled oil, grease or liquids are cleaned up from floors, and that the contaminated clean-up material is immediately disposed of in the correct skip or bin
- ✓ Gather up all off-cuts of timber, scrap and any other waste materials and dispose of in the correct skip or bin
- ✓ Schedule housekeeping checks and have

YOU MUST NOT:

- ✗ Leave rubbish lying about – clean up as you go
- ✗ Obstruct gangways, aisles or stairways with tools or materials
- ✗ Allow waste to accumulate – it provides a starting point for fires
- ✗ Mix waste which is meant to be recycled.



an appointed individual responsible for checking that these are done

- ✓ Make sure that the refuse disposal point is in a safe position, and all waste containers are clearly marked with their contents
- ✓ Position all cables and hoses out of the way, avoid laying them across pedestrian walkways whenever possible
- ✓ Dispose of oil rags in metal containers
- ✓ Ensure that the waste disposal area is kept tidy, and that containers are removed in adequate time to prevent spillage
- ✓ Ensure that the worksite is sufficiently well lit
- ✓ Plan for additional time specifically for housekeeping duties to be performed
- ✓ Ensure that your work area is left clean and tidy at the end of every shift.



4.11 Incident Reporting Toolbox Talk

Audience: All non-operational Staff

INTRODUCTION

Incidents are unplanned, undesired events that resulted in, or under slightly different circumstances could have resulted in harm to people, damage to property, damage to the environment, or loss of service /process. This includes near misses.

You may face prosecution if you do not follow the rules covering incident reporting, and may be unable to claim compensation in the event of sustaining an injury.

REQUIREMENT

London Underground requires all incidents to be reported to the **LU incident line: 0844 292 0292**

All incidents, including near misses must be reported. You must report to your employer all incidents and dangerous occurrences which happen at work as soon as practicable, after the situation has been made safe.

WHAT IT MEANS TO US

Reporting incidents give us the opportunity to learn from them. If incidents, including near misses are not reported actions may not be taken to address existing issues. London Underground must provide a safe service to the travelling public. Incidents which may affect the service must be controlled and effectively managed.

WHAT SHOULD BE REPORTED?

These include, but are not limited to:

- Fatalities / Personal Injuries / Illnesses
- Track Incidents
- Infrastructure Failures
- Crime-related Incidents
- Environmental Incidents
- Loss or Damage Incidents
- Structural Incidents



- Fire Incidents
- Lifting Equipment Incidents
- Explosive Incidents
- Pressure Vessel Incidents

The person responsible for the Premises, Structural or Stations Maintenance activities must be notified immediately of any Incidents affecting LU trains or within a stations boundary. The Network Operations Control (NOC) must be notified immediately of any incidents outside a station boundary, and will notify the appropriate Service Control as required.

WHERE EMERGENCY SERVICES ARE REQUIRED (this includes FIRE BRIGADE, POLICE or AMBULANCE SERVICE)

The NOC must be contacted if there is a need for the emergency services. Where the attendance of the Fire Brigade is required the NOC must be contacted via **0207 918 7301 or on Auto 1899 (FOR EMERGENCY USE ONLY)**

4.12 Invasive Species Toolbox Talk

Audience: All Staff

INTRODUCTION

A number of plant species originally introduced to the UK as ornamental plants have spread extensively in the wild and are now widespread in the UK. These species can dominate habitats, affecting biodiversity.

- Japanese Knotweed grows up to 3m tall in dense clumps. The stem is hollow - fleshy and red tinged in Spring and green with purple speckles in Summer. Leaves in Spring are pinky red and large oval or heart shaped mid-green in Summer. Flowers are cream coloured and appear at the end of August. The plant is strong enough to penetrate foundations, walls and roads.
- Giant Hogweed grows up to 5m tall. The stem starts growing in Spring and is green but develops dark red / purple spots during summer. Leaves are dark green and can be 1m across. Flowers are white, umbrella like and up to 500 mm across. The plant contains poisonous sap, causing severe irritation, swelling and painful watery blisters on contact with the skin and in the presence of sunlight.
- Himalayan Balsam grows up to 2.5m tall. The stem is pinky red, hollow, sappy and brittle. Leaves are spear shaped with serrated edges, shiny and dark green with a reddish mid-rib. Flowers are purplish pink, carried on long stalks and appear from June to October.
- Oak Processionary adult moths have tan, brown and white markings. The moths produce one set of eggs each year that hatch mid-March to late April. They are a pest to oak trees and the caterpillars pose a health hazard as their hairs contain a toxin, which may cause irritation and allergic reactions.

REQUIREMENT

It is illegal to encourage the growth of Japanese Knotweed and Giant Hogweed, including cutting the plant or roots and moving surrounding soil (which may contain root material) unless as part of an eradication process.

WHAT IT MEANS TO US

Invasive species need to be identified and managed on our network. An Invasive Species management plan must be developed prior to works if invasive species are present.



YOU MUST:

- ✓ Familiarise yourself with potential invasive species.
- ✓ Obtain specialist advice on eradication if invasive weeds are present on your site and need to be eradicated.
- ✓ Immediately stop all works and contact your manager for instructions if you think you have identified an invasive species on your site.
- ✓ Report any new discovery of invasive species.

YOU MUST NOT:

- ✗ Handle any plant suspected of being an invasive species.
- ✗ Disturb or in any way encourage the growth of an invasive species (disturbing seedpods, moving plant material or cutting plants.)
- ✗ Remove any soils in proximity of an invasive plant species (unless as part of an eradication process).
- ✗ Ignore potential invasive species.

4.13 Leptospirosis Toolbox Talk

Audience: APD and CPD Staff

INTRODUCTION

Leptospirosis is a rare but serious disease that is transmitted to humans by contact with urine from infected rats. LU staff are at potential risk of developing leptospirosis when their work involves contact with sewers or stagnant water. Leptospirosis can be a serious disease, ultimately leading to jaundice, meningitis and kidney failure, but it is much less severe if treated promptly.

REQUIREMENT

If you work in locations where you may come in to contact with sewage or stagnant water, you must carry a Leptospirosis Jaundice card with you at all times. Cards are available for LU staff on SAP.

WHAT IT MEANS TO US

If you develop symptoms (a flu-like illness with a persistent and severe headache, which can lead to vomiting, muscle pains) you must visit your doctor and show them your card.

YOU MUST:

- ✓ Carry your Leptospirosis Jaundice card
- ✓ Cover all cuts and broken skin with waterproof plasters
- ✓ Wear appropriate PPE
- ✓ Wash your hands immediately after the shift and before eating, drinking or smoking
- ✓ Report any symptoms to your GP (flu-like symptoms with a persistent and severe headache), tell them that you may have been exposed to Leptospirosis and show them your card
- ✓ Discuss this information with your family, they may be able to recognise the symptoms when you are unable to, and get medical assistance.

YOU MUST NOT:

- ✗ Work in contaminated water, unless it is unavoidable and you have the correct protective equipment.
- ✗ Keep contaminated clothing or footwear with other items as they can cause further contamination
- ✗ Ignore flu-like symptoms, especially if you have recently been working in an area where you could have come into contact with the virus
- ✗ Discard food on to the floor as this attracts vermin
- ✗ Attempt to touch vermin, including dead ones, without appropriate hand protection.



4.14 Materials Use, Storage & Transport Toolbox Talk

Audience: All Staff

INTRODUCTION

Poor storage and handling of materials creates waste which is both a loss of resource and increases the overall costs of waste disposal. LU is responsible for the direct and indirect consumption of many different types of natural resources and is committed to making better use of these resources. Many of the materials LU stores and transports could also be harmful to the environment. Poorly stored materials increase the risk of pollution incidents.

REQUIREMENT

Damaged materials cost money including not only the cost of the cost of replacement materials but also the disposal cost of the materials that are damaged. Re-use of materials reduces the requirement for new materials, avoiding the generation of waste and saving the costs of waste disposal.

Good practice when storing materials reduces the risk of spillages. It is an offence to cause or permit any polluting matter (including solids such as silt) to enter surface waters, groundwater or land. Certain materials such as oil must also be stored in accordance with specific legislation. Pollution of land or water can cause long term damage and fines and clean up costs can be very expensive.

WHAT IT MEANS TO US

Good site management of materials saves money both on materials and also waste disposal. Materials, chemicals, waste and equipment on site need to be used and stored to reduce the risk of spills and to comply with legislation. Always follow the site instructions for the use materials and chemicals and store waste appropriately. Use equipment provided to prevent pollution, such as bunds. All incidents must be reported, no matter how trivial they appear.

YOU MUST:

- ✓ Avoid double handling as much as possible: less damage, less wastage.
- ✓ Ensure materials are correctly stored and labelled and can be easily handled.
- ✓ Purchase products with a high recycled content, wherever practicable.
- ✓ Improve the efficiency of processes to obtain more for less; i.e. printing on both

YOU MUST NOT:

- ✗ Accept damaged materials or materials in damaged containers.
- ✗ Allow items for recycling to become contaminated.
- ✗ Store containers where they may be damaged by vehicles.



sides of paper.

- ✓ Check that a material is fully used before starting a new batch.
- ✓ Return to storage any materials that have not been fully used.
- ✓ Put lids on containers such as paints, solvents and adhesives.
- ✓ Transfer and transport materials and liquids safely to avoid spills.
- ✓ Keep the correct spill kits near where liquids are stored
- ✓ Inform your manager any incident that could affect the environment - for example spills or leaks.
- ✓ Ensure your materials are stored in accordance with railway guidelines e.g. appropriate storage licences

- ✗ Store together any materials that can contaminate each other.
- ✗ Place materials in a skip or bin if they still have a use.
- ✗ Over order materials.
- ✗ Store or leave unprotected any materials that can be damaged by weather.
- ✗ Ignore any spills, leaks or other incidents.

4.15 Environmental Nuisance Toolbox Talk

Audience: All Staff

INTRODUCTION

A number of other issues can be considered environmental nuisance as well as noise including:

- Dust
- Light pollution
- Vermin and odours

Dust, emissions and odours can annoy neighbours and may cause health risks at very high concentrations.

REQUIREMENT

Local authorities have statutory powers to manage nuisance issues and have the power to serve a prohibition notice, stopping works, if our activities are causing a nuisance. Emission of dark smoke from plant and fires is illegal. Dust can also have an impact on ecology, damaging the ecology of a watercourse and affecting plant growth, including crops.

WHAT IT MEANS TO US

Good site management benefits people at work, fosters good relationships with surrounding neighbours and neighbourhoods, benefits the environment and will assist in reducing costs and delivering projects on time.

YOU MUST:

- ✓ Minimise the release of dust - damp down soil and excavated materials if conditions are dry and windy.
- ✓ Clean mud from vehicles leaving site.
- ✓ Avoid venting fumes close to neighbouring premises.
- ✓ Sheet lorries carrying dry materials off site.
- ✓ Check for dust and foul odours at work site boundaries.
- ✓ Switch off unnecessary lights and direct site lighting and task lighting away from neighbouring properties
- ✓ Inform your manager if rubbish bins or skips are full or nearly full.
- ✓ Inform your manager immediately if you find any fly tipped waste in the area.
- ✓ Inform your manager immediately if you believe there is a nuisance problem on site or you receive a complaint.

YOU MUST NOT:

- ✗ Use poorly maintained plant.
- ✗ Leave litter or food which may encourage pests.
- ✗ Leave vehicles or equipment running when not in use.
- ✗ Angle lighting towards neighbouring properties.
- ✗ Allow materials to be scattered by the wind.
- ✗ Ignore any complaints from the local community.



4.16 Personal Protective Equipment (PPE)
Toolbox Talk

Audience: All Staff

INTRODUCTION

Personal Protective Equipment (PPE) is defined in the Personal Protective Equipment at Work Regulations as 'all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety'. Examples of PPE include safety helmets, gloves, eye protection, high visibility clothing, safety footwear and harnesses.

As well as following the correct method of work, you can do a great deal to protect yourself simply by wearing the correct clothing and using the protective equipment appropriate to your job. Many avoidable incidents occur because people on site are not wearing the correct PPE.

REQUIREMENT

The main requirement of the PPE at Work Regulations 1992 is that personal protective equipment is supplied and used at work wherever there are risks to health and safety. When PPE is provided it must be used.

WHAT IT MEANS TO US

All personnel working at worksites (including affiliate companies and contractors) will wear the Personal Protective Equipment (PPE) specified in the relevant risk assessments. All relevant risk assessments must be completed and made available to those involved.

Staff are legally obliged to wear the PPE where provided, to store it in an appropriate place, to look after it and to report any defects. Your employer must make sure that PPE is compatible with any other issued PPE e.g. ear defenders that can be worn with hard hat, dust mask that can be worn with safety glasses and fit properly.

All PPE must be used in accordance with the manufacturer's instructions. Training in its use (where applicable) must be provided.

YOU MUST:

- ✓ Know PPE site requirements (supervisor must inform you)
- ✓ Know what additional PPE is required for various tasks (supervisor must inform you)

YOU MUST NOT:

- ✗ Continue to use damaged PPE
- ✗ Tamper with or misuse the PPE supplied to you by your employer
- ✗ Use PPE which is not



- ✓ Wear the PPE you are provided with to do your job
- ✓ Know how to use the PPE you are provided with
- ✓ Ensure your PPE fits you properly
- ✓ Make sure that you inspect your PPE for damage, particularly prior to starting work
- ✓ Make sure that you inform your supervisor if you lose or damage any of your PPE
- ✓ Make sure that your PPE is stored in a designated area provided by your employer
- ✓ Keep it clean.

- appropriate for the risks involved in the task
- ✗ Take contaminated clothing or PPE home
- ✗ Mix contaminated clothing or PPE with personal clothes.



4.17 Pollution Prevention Toolbox Talk

Audience: All Staff

INTRODUCTION

Many materials can be polluting to water or land. Potential sources of pollutants could include; waste materials, oils and greases, chemicals, cement & concrete, silt and water from washing down of vehicles and plant.

Pollution can occur if a source of pollution finds a pathway to a sensitive receptor. A sensitive receptor could be surface waters (streams, rivers, lakes) but could also be a drainage system (surface water or foul water), groundwater or land.

Pollution could be caused by:

- Spills and leaks (including small spills over a long period of time)
- Poor storage of materials or chemicals
- Rainwater runoff over materials
- Poor maintenance of equipment designed to prevent pollution
- Poor practices when washing down plant or machinery

REQUIREMENT

It is an offence under the Control of Pollution Act, Water Resources Act and Environmental Permitting Regulations to cause or permit any polluting matter (including solids such as silt) to enter surface waters, groundwater or land. Certain materials such as oil must also be stored in accordance with specific legislation. Pollution of land or water can cause long term damage and fines and clean up costs can be very expensive.

WHAT IT MEANS TO US

London Underground could cause environmental damage, face significant fines and clean up costs, in addition to reputational damage if pollution is caused. Materials, chemicals, waste and equipment on site need to be used and stored to reduce the risk of spills and to comply with legislation. Always follow the site instructions for the use materials and chemicals and store waste appropriately. Use equipment provided to prevent pollution, such as bunds. Any incidents must be reported, no matter how trivial they appear.

YOU MUST:

- ✓ Identify all watercourses, gullies and drains.
- ✓ Keep sites clean and tidy
- ✓ Keep fine, granular or dusty wastes and materials covered.
- ✓ Put lids on containers such as paints, solvents and adhesives.
- ✓ Store materials safely to avoid spills or leaks
- ✓ Store liquids in suitable containers in bunded areas capable of retaining 110%
- ✓ Make sure rainwater cannot enter bunds, skips or containers.
- ✓ Transfer and transport materials and liquids safely to avoid spills.
- ✓ Transfer liquids using pumps and funnels and keep a distance of at least 10m from water courses
- ✓ Refuel plant and equipment away from watercourses
- ✓ Stop work and report any suspected contaminated land.
- ✓ Familiarise yourself with emergency action plans
- ✓ Keep the correct spill kits near where liquids are stored
- ✓ Inform your manager any incident that could affect the environment - for example spills or leaks.

YOU MUST NOT:

- ✗ Store liquid materials or fill containers close to drains or watercourses. (Store at least 10m away from gullies, drains or watercourses)
- ✗ Store containers where they may be damaged by vehicles.
- ✗ Leave containers with their lids removed.
- ✗ Leave containers where they may be knocked over
- ✗ Overfill containers
- ✗ Leave any hoses or any part of oil or solvent storage/filling systems outside of bunded areas
- ✗ Ignore any spills, leaks or other incidents.

4.18 Protection of Assets Toolbox Talk

Audience: All Staff

INTRODUCTION

London Underground assets include trains, signals, stations, track and tunnels and the associated systems and infrastructure that enable it to operate the train service. These assets are located within structures such as stations, depots and other premises, but many may not be immediately visible – they may, for example, be behind cladding or finishes or buried under the ballast.

REQUIREMENT

All works undertaken must consider the protection of London Underground assets as part of the risk assessment. The controls must be adequate such that risk to LU's assets is reduced to as low as reasonably practicable. The work must be carried out in accordance with the safe system of work. This must be designed such that risks of damage to assets is minimised. All persons undertaking works must be fully briefed on the relevant safe system of work prior to the commencement of such works.

WHAT IT MEANS TO US

Damage to London Underground assets from our works can potentially affect the safe running of the railway. Asset damage has the potential to stop the train service operating or cause the cancellation of trains due to unsafe infrastructure, track or signals, or damage to trains.

Asset damage could cause station closures:

- where a station is unable to come into operation or
- it has become necessary to close it during service hours.

Prior to carrying out ANY works, including excavating or drilling you must check whether there are likely to be any hidden assets. Before bringing tools, plant or equipment onto London Underground premises, or you must make sure that you are authorised to do so and that all related infrastructure has been adequately protected, as detailed in the safe system of work.

YOU MUST:

- ✓ Ensure that risk assessments are completed and identify any 'at risk' assets
- ✓ Ensure you are briefed on the safe system of work
- ✓ Ensure a 'movement of materials licence' is in place for any large equipment moves on an escalator
- ✓ Put appropriate protective coverings on assets, for example escalator treads; or around assets, for example gate line equipment, as required prior to the start of works
- ✓ Ensure that all tools, materials and equipment etc. are correctly stored
- ✓ Ensure that materials are double-bagged where appropriate
- ✓ Ensure that any trolleys used are not overloaded, and that items carried on them are secure
- ✓ Be careful with long items especially near lighting fixtures or on escalators. Items over 1.8m must be carried by two people
- ✓ Ensure that the route is clear of obstructions when transporting tools and equipment
- ✓ Check with the manager responsible for any maintenance activities at the site, whether it is safe to bring equipment and materials onto site in the manner and along the route you wish to use.

YOU MUST NOT:

- ✗ Overload lifts and escalators - if in doubt, ask the lift and escalator operator, or the Site Person in Charge to advise you
- ✗ Carry any equipment without the proper training or briefing.
- ✗ Overload any platforms or other structures identified by limited loading plates
- ✗ Leave tools, materials or equipment foul of tracks or passageways.



4.19 Slips, Trips and Falls Toolbox Talk

Audience: All Staff

INTRODUCTION

Slips and trips are the most common cause of major injuries at work and can happen almost anywhere. 95% of major slips result in broken bones and they can also be the initial cause for a range of other types of accident such as a fall from height.

Most slips occur in wet or contaminated conditions and most trips are due to poor housekeeping. The solutions are often simple and cost effective; a suitable assessment of the risks should identify the necessary controls.

REQUIREMENT

Employers are required by legislation to assess all risks and this must include risks of slips, trips and falls. Where necessary employers must take action and implement controls to safeguard staff health and safety. Floor surfaces must be suitable for the workplace and work activity, and they must be kept in good condition and free from obstructions. Staff must be able to move around the work site safely. Housekeeping

All employees have a responsibility to ensure that that they work in a safe manner, and do not endanger themselves or others.

WHAT IT MEANS TO US

Good housekeeping is essential in the reduction of slips, trips and falls. Keep the work area clear of redundant material or equipment that is not required. Have appropriate cleaning regimes in place.

All slips, trips and falls have the potential to become lost time or major injuries.

YOU MUST:

- ✓ Walk on authorised walking routes where available
- ✓ Use approved points of access
- ✓ Wear the correct type of footwear
- ✓ Make sure footwear is in good condition, clean and fastened or tied securely
- ✓ Report any unsafe conditions to the site supervisor or Fault Report Centre. If unsafe

YOU MUST NOT:

- ✗ Leave equipment or materials in such a way that it poses a tripping hazard
- ✗ Run when carrying items
- ✗ Walk on troughing unless absolutely necessary. (beware of



conditions are not reported, they cannot be addressed

- ✓ Make sure lighting levels are adequate at the worksite; this will ensure that obstructions or potential slipping / tripping hazards can be seen
- ✓ Keep trailing power cables to a minimum; secure them at high level if possible. If power cables are not in use, remove them from the work area
- ✓ Pay particular attention to any tripping hazards when walking in or around the worksite
- ✓ When crossing rails, step over all rails – stepping/standing on the ballast
- ✓ Be aware of uneven ballast when walking on the track in the cess
- ✓ Be aware of wet or frosty conditions; sleepers can become very slippery
- ✓ Be aware of undergrowth when walking in the track environment; it may hide tripping hazards
- ✓ Use a hand or headlamp where necessary if walking in the dark or in tunnel
- ✓ Know what to do in order to clean up any spillages.

broken or displaced lids)

- ✗ Step on conductor rail protection boards
- ✗ Cross the track where there are points and crossings; they may move and trap your foot
- ✗ Leave spilt liquids unattended or unmarked.

4.20 Spill Control Toolbox Talk

Audience: All Staff

INTRODUCTION

Many materials can be polluting to water or land and accidental releases of oils and chemicals are one of the most common causes of a pollution incident.

Even small spills which may not seem significant can cause environmental harm – for example the cumulative effects of a small spill over a long period of time.

Most spillages can be prevented but in the event of a spill if everyone knows how to respond it can be controlled to minimise its impact.

REQUIREMENT

It is an offence to cause or permit any polluting matter (including solids such as silt) to enter surface waters, groundwater or land.

Uncontrolled spills can spread very quickly and lead to environmental harm. Pollution of land or water can cause long term damage and fines and clean up costs can be very expensive.

WHAT IT MEANS TO US

London Underground could cause environmental damage, face significant fines and clean up costs, in addition to reputational damage, if spill control and incident response is not effective. Make sure you know how to respond in the event of a spill:

1. Assess Situation
2. Protect yourself
3. Contain/stop spill (if safe to do so)
4. Reassess
5. Clean up spill (if safe to do so)
6. Decontaminate
7. Dispose of waste (including used PPE & spill kits) correctly
8. Report

All incidents must be reported, no matter how trivial they appear.

YOU MUST:

- ✓ Make sure you are familiar with emergency plans and drainage diagrams.
- ✓ Ensure you know how to raise the alarm.
- ✓ Stop work immediately in the event of a spill.
- ✓ Identify the source of a spill and the type of material and receptors that might be at risk (drains, surface waters, land or groundwater).
- ✓ Extinguish all possible sources of ignition.
- ✓ Close windows and doors if the spillage is close to a building.
- ✓ Only try to contain and clean up a spill with appropriate PPE and if you are not placing yourself or others at risk by doing so.
- ✓ Contain the spill, if safe to do so, using a spill kit to stop the spill spreading.
- ✓ Protect drains and watercourses from the spill.
- ✓ Clean up the spill, if safe to do so, using spill kits.
- ✓ Dispose of all contaminated materials (including PPE) correctly – these may be a hazardous waste.
- ✓ Report any spills (or circumstances which could lead to a spill) to your manager.
- ✓ Serious spills may also need to be reported to the Environment Agency.

YOU MUST NOT:

- ✗ Endanger yourself or others when trying to respond to an incident.
- ✗ Try and cleanup a spill with incorrect equipment. Some spills will require very specialist equipment eg. mercury or battery acid.
- ✗ Hose down or flush spillages into drains or watercourses. Always use absorbent materials.
- ✗ Dispose of contaminated materials with general waste.
- ✗ Ignore any spills, leaks or other incidents.

4.21 Vibration Toolbox Talk

Audience: CPD Staff

INTRODUCTION

There are two different ways that you could be exposed to vibration sources at work, via your hand and arm or whole body. These are commonly referred to as hand arm vibration (HAV) and whole body vibration (WBV) exposure. Both types of vibration are subject to risk assessment under the Control of Vibration at Work Regulations 2005.

Repeated exposure to excessive levels of hand arm vibration can cause hand arm vibration syndrome (HAVS). You are potentially at risk if you regularly use handheld or hand guided power tools and machines. WBV is transmitted through the seat or feet staff who drive vehicles for the majority of their working day. Large shocks and jolts may cause back pain.

Occasional exposure is unlikely to cause ill-health, especially if the correct controls are in place. Identifying signs and symptoms at an early stage is important as can prevent serious impacts on your health.

REQUIREMENT

Legislation requires suitable and sufficient risk assessments to be carried out for equipment and work activities to identify risks from vibration. These will be carried out by a competent assessor.

You must make sure that you have been briefed on safe systems of work and have any personal protective equipment or monitoring equipment that may be required. You must be competent to use the equipment.

WHAT IT MEANS TO US

Work should be carried out in line with the safe system of work, including job rotation, use of appropriate tools, etc.

If you work with vibration tools and develop any of the following symptoms, please contact your occupational health for a medical appointment. Hand Arm

Vibration Syndrome symptoms include any combination of:

- tingling and numbness in the fingers
- not being able to feel things properly
- loss of strength in the hands



YOU MUST:

- ✓ Ensure there are no other possible alternative methods that could be used to avoid direct contact with vibrating equipment or materials
- ✓ Select the right tool for the job
- ✓ Use low-vibration tools where possible
- ✓ Make sure that the equipment is properly maintained and that any cutting edges are sharp
- ✓ Avoid using the tool for long periods without breaks, know exposure limits
- ✓ Use job rotation to reduce exposure
- ✓ Report ill health to your supervisor immediately and seek medical attention
- ✓ Work in accordance with the safe system of work.

YOU MUST NOT:

- ✗ Use defective equipment
- ✗ Use vibration equipment for long periods
- ✗ Ignore symptoms (i.e. tingling, numbness, blanching)
- ✗ Smoke, especially before using tools
- ✗ Use equipment that is not marked to indicate its maximum trigger time.

4.22 Waste Management Toolbox Talk

Audience: All Staff

INTRODUCTION

Any material, object or substance which is to be discarded is a waste this includes items that are unused, unwanted, unusable and also recyclable.

Waste is classified as non-hazardous, hazardous or inert

- Non hazardous waste - paper, cardboard, untreated wood and excavated materials (providing it is not contaminated), scrap metal etc.
- Hazardous Waste - Considered to contain harmful materials. Examples include; oils, sleepers, batteries, fluorescent tubes, and contaminated soil or ballast.
- Inert waste - Waste that does not change when in landfill i.e. concrete and glass.

Reduction, reuse and re-cycling of waste minimises environmental impacts of disposal of waste to landfill. The cost of waste disposal is significant and is increasing annually.

REQUIREMENT

Legislation such as the Environmental Protection Act, Site Waste Management Plan Regulations, Waste Regulations and Environmental Permitting Regulations all place very strict legal controls on waste storage, transfer of waste, disposal and recycling operations.

For projects Site Waste Management Plans are required which identify waste types and the proposed waste management action for each different waste type.

WHAT IT MEANS TO US

Waste must be appropriately stored and some wastes such as hazardous wastes must be segregated. Waste must be transferred to authorised waste carriers and then disposed of or recycled at licensed sites. Appropriate records of project site waste management plans and transfer records must be held.

The waste hierarchy must be applied to minimise waste :

Eliminate the waste if we can, Reduce the waste we create, Reuse materials until we can't use them again, then Recycle the waste. Only if we can't recycle can we Dispose of the waste to landfill.

YOU MUST:

- ✓ Reduce the amount of waste you create on site.
- ✓ Reuse materials wherever possible.
- ✓ Ensure containers are not damaged and are suitable and safe for the type of waste.
- ✓ Prevent dispersal of waste by wind, rain, animals or people.
- ✓ Store waste away from drains.
- ✓ Always use the correct containers and segregate waste for recycling.
- ✓ Keep hazardous wastes stored separately from non-hazardous wastes.
- ✓ Send all electronic and electrical equipment for recycling through the appropriate route.
- ✓ Report any incidents of fly-tipping to your manager.
- ✓ Report any faults with waste storage facilities (such as damage) to your manager.
- ✓ Check with your manager if you are unsure of where to store or how to dispose of a waste.

YOU MUST NOT:

- ✗ Start any works without deciding how waste will be managed and minimised.
- ✗ Leave materials unprotected and where they are likely to be damaged by wind, rain and mud.
- ✗ Mix hazardous waste with non-hazardous waste types.
- ✗ Mix different types of waste, it prevents recycling.
- ✗ Burn or bury waste – it is illegal.
- ✗ Transfer waste to any other company without the correct waste documentation being completed and checks being completed.
- ✗ Dispose of waste liquids and oils down drains.
- ✗ Ignore any incidents of fly-tipping or poor waste management.

4.23 Welfare Facilities Toolbox Talk

Audience: All Staff

INTRODUCTION

Welfare facilities' are those provided for the well-being of employees. They include washing, toilet, rest and changing facilities; and must include somewhere clean to eat and drink during breaks.

REQUIREMENT

Adequate and appropriate welfare facilities must be provided for those who are at work, including for those who work at transient sites. Consideration must be given to the needs of those with disabilities.

Suppliers must ensure that welfare facilities for their staff and others working in their premises are adequate, fit for purpose and maintained. These must be available at all times staff are on site.

WHAT IT MEANS TO US

Welfare facilities should be clean and in good condition; an adequate supply of toilet paper, soap etc should be available. An effective maintenance regime must be in place, including regular cleaning, in order to make sure welfare facilities are kept up to standard.

Toilets must be:

- Adequately ventilated and lit
- Kept in a clean and orderly condition

Washing facilities must be:

- Provided in toilets
- In the vicinity of changing rooms
- Supplied with hot and cold water, which will be running water (where possible)
- Supplied with soap or other means of cleaning, and towels or other suitable means of drying
- Suitably ventilated and lit
- Kept in a clean and orderly condition.

Drinking water must be:

- Conspicuously marked
- Provided with a suitable number of cups or other drinking vessels, unless delivered as a jet.

When provided Changing Rooms and Lockers must be:

- Provided with facilities for drying clothing.

When provided Rest facilities must be:

- Provided with facilities for heating food and boiling water.

4.24 Wildlife & Habitats Toolbox Talk

Audience: All Staff

INTRODUCTION

Much of London Underground land is above ground, providing a habitat for many types of plants and animals including species of animals and plants that are specially protected by legislation. Examples of protected species on LU land include; bats, badgers and great crested newts.

LU has surveyed its property and there is information available on the habitats present and the potential for the presence of different species through the Geographical Information System (G.I.S.).

REQUIREMENT

The Wildlife & Countryside Act prohibits the injuring or killing of wild birds and specified wild animals and rare wild plants. In some cases it is illegal even to handle or disturb a particular species or its habitat.

The Act also prohibits the destruction of nests of wild birds or habitats of specified animals. Licences must be obtained wherever a scheduled species might be disturbed.

This may pose significant seasonal restrictions to works if the works are not carefully planned.

WHAT IT MEANS TO US

London Underground could cause environmental damage, face significant fines and re-statement costs if protected species or habitats are harmed or disturbed. Lack of planning or awareness relating to wildlife & habitats can lead to significant delays if any protected species are discovered during works. Where protected species are present on site relevant wildlife licenses must be obtained and mitigation plans such as relocation of protected species or measures to protect habitats and species from the works will need to be agreed.

YOU MUST:

- ✓ Plan works carefully so as not to disturb wildlife
 - Use the Geographical Information System to look for ecology information
 - Consider requirements for licences or certain seasonal restrictions such as bird nesting season

YOU MUST NOT:

- ✗ Dig up vegetation unless absolutely necessary.
- ✗ Cut down trees without finding out if they are covered by tree preservation orders, unless they pose a threat to the safety of railway.
- ✗ Pile up soil around trees, this can kill them.



- ✓ Immediately stop work and inform your line manager if any protected species or habitats are suspected of being on site eg.
 - Bats or bat roosts
 - Badgers or badger sets
 - Great crested newts
- ✓ Follow ensure good pollution prevention controls are in place to minimise any risk of pollution events which could harm wildlife or habitats.
- ✓ Inform your manager any incident that could affect the environment - for example spills or leaks.

- ✗ Continue work if protected species such as badgers or bats are suspected of being on site - get advice from your manager.
- ✗ Disturb any wildlife on-site, inform your manager.

5 Responsibilities

- 5.1.1 Employees are responsible for following the training they have received when carrying out tasks and using any work items they have been provided with.
- 5.1.2 The TfL Rail and Underground Health, Safety and Environment department are responsible for updating content of the tool box talks.

6 Supporting information

6.1 Relevant London Underground documents

| Document no. | Title |
|--------------|---|
| G1031 | Chemical information sheet guidance |
| G1006 | CMS 7 user guide editor |
| G1007 | CMS 7 user guide viewer |
| F1021 | Hand Arm Vibration (HAV) risk assessment form |
| G1021 | Hand Arm Vibration (HAV) risk assessment guidance |
| F1022 | Whole body vibration (WBV) risk assessment form |
| G1022 | Whole Body Vibration (WBV) risk assessment guidance |
| S5542 | Health, Safety and Environmental Risk Assessment |

7 References

7.1 Abbreviations

The following abbreviations are created:

- within London Underground's Glossary of Terms (1-622) (a Category 1 Standard);
- from published sources that are clearly identified.

| Abbreviation | Definition | Source |
|--------------|---|--------|
| APD | Asset Performance Directorate | a |
| COSHH | Control of Substances Hazardous to Health | a |
| CPD | Capital Programmes Directorate | a |
| HAV | Hand Arm Vibration | a |
| HAVs | Hand Arm Vibration Syndrome | a |
| HR | Human Resources | a |
| HSE | Health and Safety Executive | a |
| LU | London Underground Limited | a |
| LUOH | London Underground Occupational Health | a |
| PPE | Personal Protective Equipment | a |
| RPE | Respiratory Protective Equipment | a |
| RIDDOR | Reporting of Injuries, Diseases and Dangerous Occurrences | a |

| Abbreviation | Definition | Source |
|--------------|--------------------------|--------|
| | Regulations | |
| SDS | Safety Data Sheet | a |
| UK | United Kingdom | a |
| WBV | Whole Body Vibration | a |
| WEL | Workplace Exposure Limit | a |

7.2 Definitions

The following topic specific definitions are created:

- a) within London Underground's Glossary of Terms (1-622) (a Category 1 Standard);
- b) from published sources that are clearly identified.

| Term | Definition | Source |
|----------|---|--------|
| Accident | Any unplanned event that results in a Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) injury or ill-health. Or any unplanned event that results in injury or ill-health which had the potential to be of RIDDOR reportable severity. | a |

7.3 Subject Matter Expert

| Subject Matter Expert |
|---|
| Catherine Behan: Confined Spaces, Housekeeping, Materials Use Storage & Transport and Welfare facilities. |
| Tony Cash: Fire Safety |
| John Caves: Slips, Trips & Falls |
| Joanne Chandler: Contaminated Land, Environmental Noise & Vibration, Invasive Species, Environmental Nuisance, Pollution Prevention, Spill Control, Waste Management and Wildlife & Habitats. |
| Alison Dunn: Alcohol and Drugs |
| Malcolm Payne: Buried Services and Protection of Assets |
| Simon Peacock: Hand Tools and Personal Protective Equipment |
| Tim Sheldon: Incident Reporting |
| Dave Slater: Buried Services |
| Louise Stokes: First Aid, Leptospirosis, COSHH and Vibration |

7.4 Document history

| Issue no | Date | Changes | Author |
|----------|--------------|--|---------------|
| A1 | January 2012 | New Reference Document as per DRACCT 00753 | Louise Stokes |