

TOOLBOX TALK — ACCIDENTS AND FIRST AID — WHAT HAPPENS ON THIS SITE

TOOLBOX TALK

Five to ten minutes at the workplace, spoken by the supervisor, recorded below — and two-way, or it is not a talk

KD-TBT-FA-056 Rev A0

WHY THIS TALK: When someone is hurt, the first minutes are the ones where knowing what to do matters and guessing costs. Every site has arrangements; this talk is to make sure you know the ones here, not the ones from the last job.

1 THE SESSION

SITE / PROJECT	DELIVERED BY	DATE	TIME

2 THE POINTS TO MAKE — TICK AS COVERED, IN YOUR OWN WORDS

- Know who the first-aiders are today, where the kit is and where the defibrillator is — names and places from the induction board, not a guess
- Serious injury: 999 first, then the site manager; someone goes to the gate to bring the ambulance in — the site address and postcode are on the board
- Do not move someone who has fallen from height or been struck unless they are in immediate danger — the first-aider decides
- Every injury, however small, is reported and written in the accident book the same day — a scratch that goes bad next week with no record is your problem
- Anyone who bangs their head is looked at, and does not drive themselves anywhere
- The scene is left as it is once the casualty is dealt with — the investigation needs to see what happened, and the report goes where the law says
- Dangerous occurrences count too: the collapse, the strike, the failed lifting gear — the site manager must know before the shift ends

MADE SPECIFIC TO THIS SITE

3 ASK THE CREW — AND WRITE DOWN WHAT COMES BACK

- Who are the first-aiders on this site today, and where is the kit?
- What is the site address, and which gate does the ambulance use?
- What happened to the last injury in the accident book — did the person get looked at, and did the fix happen?

WHAT THE CREW RAISED, AND WHAT HAPPENS ABOUT IT

4 WHO WAS THERE

NAME	COMPANY	SIGNATURE

RECORD COMPLETED BY	SIGNATURE	DATE	FILED WHERE

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.