

TOOLBOX TALK — ASBESTOS — WHAT TO DO IF YOU FIND SOMETHING

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-AF-054 Rev A0

WHY THIS TALK: The awareness talk says where asbestos hides; this one is the ten minutes after you hit it. What you do in those minutes decides whether one person has a small exposure or a whole floor has a large one.

1 THE SESSION

SITE / PROJECT

DELIVERED BY

DATE

TIME

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

- STOP the moment something looks wrong: a board with a different texture, a grey fibrous lump, a lagging, a tile with a different back — stop the drill, stop the strip, stop
- Do not brush, sweep, break, bag or "tidy" it — and do not carry on to finish the cut "since it is open now"
- Get everyone out of the area and keep them out: close the door, tape it, sign it — the paper on the door is the control until the assessor arrives
- Report it: site manager first, straight away — not at the end of the shift, not tomorrow
- Anyone who was in the area: overalls left in the area or bagged, not walked to the van and not taken home
- It is sampled and identified before anything else happens: the survey is updated, and the work is re-planned as licensed or non-licensed work as the assessment says
- The incident is recorded and the people involved are named against it — a record now protects you decades from now

MADE SPECIFIC TO THIS SITE

3 ASK THE CREW — AND WRITE DOWN WHAT COMES BACK

- What would make you stop today, on the job you are on — say what the material would look like?
- What is the first phone call, and what is the number?
- Where would you leave the overalls if you had disturbed something this morning?

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.