

TOOLBOX TALK — COSHH BASICS — READ THE TIN, THEN THE SHEET

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-CO-008 Rev A0

WHY THIS TALK: Nearly everything in the van beyond the hand tools is a substance with a data sheet — and the harm ranges from sore hands to a career-ending sensitisation that arrives without warning.

1 THE SESSION

SITE / PROJECT

DELIVERED BY

DATE

TIME

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

- Every product has a safety data sheet and an assessment — if you are using something with neither, stop and ask
- The label symbols are the headline: corrosive, flammable, health hazard — respect what the tin says before opening it
- Never mix products, and never decant into unmarked bottles — most chemical injuries on site involve one of the two
- Ventilation is a control you can feel: if the room smells strongly of the product, the control has already failed
- Gloves are chemical-specific — the SDS says which; the wrong glove soaks and holds the product against your skin
- Wash before eating, drinking or smoking; the hand-to-mouth route is the one everyone forgets
- Sensitisation is forever: rashes and wheezing around a product are reported the day they start

MADE SPECIFIC TO THIS SITE

3 ASK THE CREW — AND WRITE DOWN WHAT COMES BACK

- What is the nastiest product your trade uses here, and where is its data sheet right now?
- What gets decanted around this site, and into what?
- Which enclosed rooms get product used in them this week?

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	2026-08-31	first-issue	First issue.	— not yet approved —
D1	2026-08-31	review	Reviewed against the internal H&S director's batch findings; no change to this document.	— not yet approved —
A0	2026-08-31	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.