

TOOLBOX TALK — END OF SHIFT — MADE SAFE, LOCKED UP

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-ES-060 Rev A0

WHY THIS TALK: The site at night has no supervision, and what you leave behind is what the wind, the rain, the trespasser and the child from the estate find. The last twenty minutes of the day are a task in their own right, not the bit you skip to get to the van.

1 THE SESSION

SITE / PROJECT	DELIVERED BY	DATE	TIME

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

- ☐ Excavations covered or fenced, edges and openings protected, ladders removed or boarded so nobody can climb — a scaffold ladder is an invitation
- ☐ Plant immobilised: keys out and in the office, cabs locked, buckets down, fuel caps locked, machines parked where they cannot be driven at the hoarding
- ☐ Materials secured against wind: sheets strapped, boards weighted, hoarding panels checked — and nothing stacked where it could be climbed onto the scaffold
- ☐ Power off at the board where the electrician says, heaters off, hot works checked cold, gas cylinders back in the cage
- ☐ Fire: waste out or in the skip, escape routes clear, and the fire plan for the night shift or the empty building still works
- ☐ Gates locked, hoarding whole, signage up, lights and alarms on — walk the boundary as if you were a ten-year-old looking for a way in
- ☐ Sign out: the gate log knows everyone has left, and the supervisor knows who is last off

MADE SPECIFIC TO THIS SITE

3 ASK THE CREW — AND WRITE DOWN WHAT COMES BACK

- Walk the site in your head at six tonight: what could a child reach, climb or fall into?
- Who does the last walk-round on this site, and what is on the list?
- What was left out overnight last week that should not have been?

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.