

TOOLBOX TALK — HOT WORKS — THE FIRE STARTS AFTER YOU LEAVE

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-HW-011 Rev A0

WHY THIS TALK: The classic hot-works fire is discovered an hour after the torch stopped: a spark that sat smouldering in a cavity while everyone packed up. That is why the permit and the watch exist, and why insurers write them into every policy.

1 THE SESSION

SITE / PROJECT

DELIVERED BY

DATE

TIME

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

- No permit, no flame — and the permit covers THIS task, THIS location, THIS window, not the day
- Clear or protect everything combustible within the distance the permit sets — including the hidden side: cavities, voids, the far side of the wall
- The right extinguisher AT the work, checked before the first spark — not on the other side of the floor
- Screens and blankets for sparks and slag; someone watching where they land, not just where they start
- The fire watch after the task is part of the job — served in full, at the work, by someone who knows what they are watching for
- Torching near the end of shift needs the watch to fit inside the working day — plan it or move it
- Anything scorched, smouldering or warm at hand-back is a fire that has not shown itself yet — say so

MADE SPECIFIC TO THIS SITE

3 ASK THE CREW — AND WRITE DOWN WHAT COMES BACK

- Where would a spark hide at your current task — what is behind or below the work?
- Who serves the fire watch today and how long does the permit say?
- What is the extinguisher at the workplace, and has anyone checked it 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.