

TOOLBOX TALK — LONE WORKING — WHO KNOWS WHERE YOU ARE

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-LW-036 Rev A0

WHY THIS TALK: The job you do alone is the job where nobody hears you fall, sees you collapse or notices you have not come back. Working alone is fine for plenty of tasks; the question is always who knows, and how they find out something has gone wrong.

1 THE SESSION

SITE / PROJECT

DELIVERED BY

DATE

TIME

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

Some tasks are never solo: confined spaces, live electrical work, work at height without rescue cover, anything the RAMS marks two-person

Before you start alone: tell someone where you are, what you are doing and when you will check in — and mean the check-in time

The check-in is a call or a visit, not an assumption — if you miss it, someone comes looking; that is the point

Phone charged and signal checked; in a basement or plant room with no signal, agree another way — radio, a visit, a fixed time

Think about what could go wrong and whether you could still call: a fall, a shock, a collapse — if not, it is not a solo job

Out-of-hours, weekends and early starts are lone working even on a busy site — the gate log knows you are in

Anyone with a health condition that could put them down — epilepsy, diabetes, heart — tells the supervisor before working alone

MADE SPECIFIC TO THIS SITE

3 ASK THE CREW — AND WRITE DOWN WHAT COMES BACK

- Who is working alone on this site this week, where, and who is their check-in?
- Where on this site is there no phone signal?
- What task did you do alone last week that, thinking about it, should have had a second person?

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.