

TOOLBOX TALK — MOBILE PHONES — THE HEAD-DOWN WALK

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-MP-031 Rev A0

WHY THIS TALK: A phone takes your eyes, your ears and your attention, and on a site every one of those is keeping you out from under a machine or off the edge. The phone in the hand when the plant reversed is in more incident reports than anyone admits.

1 THE SESSION

SITE / PROJECT

DELIVERED BY

DATE

TIME

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

- No phones while walking the site: stop somewhere safe, out of plant routes, to read or answer — then put it away and move
- Never on the phone while operating plant, driving a site vehicle, at height, on a ladder or signalling a lift
- Earbuds and headphones off in work areas — you need to hear the reversing alarm, the shout and the horn
- Calls that matter come through the office and the site manager will find you — nobody needs you to answer on the scaffold
- Photos for the job are taken with your feet planted and your back to nothing you can fall off
- If you must be reachable — kids, a hospital — tell the supervisor and agree where and how, rather than checking every ten minutes
- Notice the crew: someone glued to the screen is someone about to walk into the swing radius

MADE SPECIFIC TO THIS SITE

3 ASK THE CREW — AND WRITE DOWN WHAT COMES BACK

- Where on this site is it safe to stop and take a call, and where is it not?
- Who has been on the phone while driving or working at height here — honestly?
- What is the arrangement if someone needs to be reachable for family reasons?

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.