

TOOLBOX TALK — NEAR MISSES — THE FREE WARNINGS

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-NM-020 Rev A0

WHY THIS TALK: Every serious accident was preceded by near misses that nobody reported — the scaffold board that bounced, the load that swung, the step that gave. A near miss is the site telling you what is next. Reported, it is a free fix; ignored, it is a rehearsal.

1 THE SESSION

SITE / PROJECT	DELIVERED BY	DATE	TIME

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

- A near miss is anything that COULD have hurt someone but did not — no blood required to make it worth reporting
- Report the thing, not the person: the system wants the missing guardrail found, not the finder in trouble
- Same day, while it is real: to the supervisor or the site manager, in the book or the app — thirty seconds
- No comebacks — a site that shoots messengers stops getting messages, and then it gets casualties instead
- Dangerous occurrences — the collapse, the strike, the failed lifting gear — are RIDDOR-reportable even when nobody was touched: they MUST reach the office
- Watch for your own habituation: the hazard you walk past daily has not gotten safer, you have just stopped seeing it
- Close the loop: a report that vanishes teaches people not to bother — chase what happened to yours

MADE SPECIFIC TO THIS SITE

3 ASK THE CREW — AND WRITE DOWN WHAT COMES BACK

- What nearly happened on this site in the last fortnight that never got written down?
- What do you walk past every day here that would alarm you on a strange site?
- What happened to the last near miss that was reported — did the fix come back?

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.