

TOOLBOX TALK — SCAFFOLDS — USING THEM WITHOUT WRECKING THEM

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-SC-003 Rev A0

WHY THIS TALK: The scaffolders build it; everyone else works on it — and most scaffold incidents trace to what happened after handover: boards moved, ties removed, guardrails "borrowed", loads it was never designed for.

1 THE SESSION

SITE / PROJECT

DELIVERED BY

DATE

TIME

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

Look for the tag before you get on: green and in date means inspected within seven days; no tag, no access

Never alter a scaffold — not one board, not one guardrail, not one tie. Only scaffolders touch the scaffold

A missing guardrail or board is reported and the area kept off until it is fixed — working past it makes it yours

Loading limits are real: materials spread, not heaped; loading bays used for loads, not the working lift

Ladders within the scaffold stay tied and gates stay shut behind you

Nothing bridges from the scaffold to the structure without the scaffold designer knowing

After bad weather or any strike by plant: keep off until it is re-inspected

MADE SPECIFIC TO THIS SITE

3 ASK THE CREW — AND WRITE DOWN WHAT COMES BACK

- Where is the tag on the scaffold you are using, and what date is on it?
- What would you do if a board run had been moved when you arrived this morning?
- Who is the scaffold contact for this site when something needs altering?

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.