

TOOLBOX TALK — SPILL RESPONSE — STOP IT, CONTAIN IT, REPORT IT

TOOLBOX TALK

Five to ten minutes at the workplace, spoken by the supervisor, recorded below — and two-way, or it is not a talk

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WHY THIS TALK: A spill of diesel, oil, resin or cleaner is a fire risk, a skin risk and a pollution offence in the making, and it gets worse every minute it runs towards a drain. The response is simple if you know it, and it is on you before the site manager arrives.

1 THE SESSION

SITE / PROJECT

DELIVERED BY

DATE

TIME

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

- Stop the source if you safely can: right the can, close the valve, plug the leak — and no smoking or ignition near anything flammable
- Contain it: drain covers over the nearest gully first, then absorbent socks and booms round the edge — the drain is the thing you are racing
- Soak it up with the absorbents from the spill kit, not sand from the ground and never a hose — water spreads it and takes it to the drain
- Protect yourself: the gloves and eye protection the data sheet says, and if it is fuming or you cannot identify it, back off and get help
- Used absorbents are hazardous waste: bagged, labelled and into the right container — not the general skip
- Report every spill to the site manager the same hour, however small: a drain or watercourse reached is reportable to the regulator, and hiding it is worse than the spill
- Restock the spill kit the same day — an empty kit is the next spill running to the drain

MADE SPECIFIC TO THIS SITE

3 ASK THE CREW — AND WRITE DOWN WHAT COMES BACK

- Where are the spill kits on this site, and what is in the nearest one to you?
- Where is the nearest drain to where you refuel, mix or store product?
- Who would you call if diesel went into the ditch at the back of the compound?

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.