

TOOLBOX TALK — TEMPORARY WORKS — DO NOT TOUCH THE PROPS

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-TW-029 Rev A0

WHY THIS TALK: The props, the shoring and the falsework are holding up something that would kill you if it came down, and every one of them was designed for a load and a layout that someone checked. Moving one prop "just for a minute" undoes the whole design.

1 THE SESSION

SITE / PROJECT

DELIVERED BY

DATE

TIME

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

Nothing temporary is touched by anyone but the temporary works crew: not a prop, not a brace, not a needle, not a trench box strut

If it is in your way you ask the temporary works coordinator — you do not move it, loosen it, lean on it or tie a hoist line to it

Loads on it are what the design allows: no bricks stacked on the back-propping, no plant driven over the shored trench edge

Watch for change: a prop that has lost its pin, a wedge that has walked, a foot sinking in mud — say so, that day

Striking is a decision, not a job: formwork and back-propping come out only when the permit to strike is signed

Excavation support goes in from outside the trench or from inside the part already supported — nobody enters unsupported ground to fit or strike it

Weather and vibration loosen things: after storms or breaking-out nearby, keep clear until it has been checked

MADE SPECIFIC TO THIS SITE

3 ASK THE CREW — AND WRITE DOWN WHAT COMES BACK

· What is the temporary works on this site holding up right now, and who is the coordinator?

· What would you do if a prop was in the way of the duct run you need to fit?

· Who signs the permit to strike here, and when was the last one signed?

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.