

TOOLBOX TALK — WELFARE, HEAT AND WEATHER — LOOK AFTER THE MACHINE

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-WE-017 Rev A0

WHY THIS TALK: Dehydration, heat exhaustion, cold and sunburn degrade judgement and grip long before they put anyone in an ambulance — and poor judgement on a site is how the other incidents start.

1 THE SESSION

SITE / PROJECT

DELIVERED BY

DATE

TIME

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

- Drink before you are thirsty: by the time you feel it, performance has already dropped — more in heat, at height, in RPE
- Sun is an occupational hazard: cover up, cream exposed skin, and take the shade breaks — outdoor workers carry a real skin-cancer risk
- Heat symptoms — headache, cramps, confusion, stopping sweating — get someone cooled and reported, not toughed out
- Cold stiffens hands and shortens attention: layer up, keep dry, and rotate sharp or fiddly tasks in the worst of it
- Wind limits are not just for cranes: boards, sheets and hoarding panels become sails — re-secure at every break
- Use the welfare: eating where you can wash, drying wet gear overnight, warming up properly — that is what it is for
- Look sideways: the quiet one in the gang struggling with the heat is yours to notice

MADE SPECIFIC TO THIS SITE

3 ASK THE CREW — AND WRITE DOWN WHAT COMES BACK

- Where is drinking water relative to where you actually work?
- What is this week's forecast, and what task does it change?
- Who ends up working in wet gear here, and why?

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.