

TOOLBOX TALK — WORKING AT HEIGHT — THE RULES THAT KEEP YOU ALIVE

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-WH-001 Rev A0

WHY THIS TALK: Falls from height are the biggest killer in UK construction, year after year. Most of the dead were doing something short — "two minutes on the roof", "just up the ladder" — because short jobs skip the planning long ones get.

1 THE SESSION

SITE / PROJECT	DELIVERED BY	DATE	TIME

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

- ☐ If you can do the job without going up — from below, with a pole, from a MEWP basket — do it that way
 - ☐ Guardrails and platforms first; harnesses are the backup, not the plan — and a harness without a rated anchor and a rescue plan is theatre
 - ☐ Every edge, every opening, every fragile surface is protected BEFORE work starts, not after the first near miss
 - ☐ Fragile roofs kill through, not off: no one steps on a roof until someone competent has said what it is in writing
 - ☐ Weather is a control: wind limits are in the RAMS — sheet materials turn into sails well below "too windy to stand"
 - ☐ Nothing gets thrown down. Chutes, lowered bags, or it stays up until it can come down properly
 - ☐ If the access, the protection or the weather is not what the RAMS describes — stop and say so
- MADE SPECIFIC TO THIS SITE

3 ASK THE CREW — AND WRITE DOWN WHAT COMES BACK

- What is the fall protection for the task you are on today, and who checked it?
 - Where is the nearest unprotected edge or opening on this site right now?
 - What would you do if the guardrail you needed was missing this morning?
- 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.