

TOOLBOX TALK — YOUNG AND NEW WORKERS — LOOK OUT FOR 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-YW-035 Rev A0

WHY THIS TALK: New and young workers are more likely to be hurt in their first six months than at any other time, and for a sixteen-year-old apprentice those months are the start of a working life. They do not know what they do not know, and they will not ask because they want to fit in.

1 THE SESSION

SITE / PROJECT	DELIVERED BY	DATE	TIME

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

- Everyone new is inducted, walked round and paired with someone experienced — "just follow that lot" is not supervision
- Young workers have a risk assessment of their own and there are tasks they do not do: certain plant, heights and substances — the RAMS says which
- Watch the eagerness: the new starter who grabs the heavy end, jumps onto the scaffold or has a go on the saw to impress is the one who gets hurt
- Explain why, not just what — a rule with the reason behind it gets followed when nobody is watching
- Make asking normal: the question you wave away today is the one they will not ask tomorrow at the edge
- Banter has a line: a new starter set up, sent for a long weight or left holding something dangerous for a laugh is your incident report
- Check in at the end of the day and the end of the week: what did they find hard, what did they not understand

MADE SPECIFIC TO THIS SITE

3 ASK THE CREW — AND WRITE DOWN WHAT COMES BACK

- Who is new on this site in the last month, and who is looking after them?
 - What tasks here are off-limits to the apprentice, and does the apprentice know?
 - What did the newest person on your gang not understand this week that nobody explained?
- 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.