



Issue No.: 01

Rev. No.: 0

Date of issue: 10.04.2022

Doc. No: HSE/Standard/05

TITLE: Toolbox Talk (TBT)

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Purpose:

Toolbox Talk is a Safety Talk to highlight specific risk at work place and also to raise awareness to the working crew about the job/ special activities of that shift. Tool Box Talk is given to the working crew before engaging them, so that good safety message is reinforced and crew is well aware of the hazards associated with the work, thereby reducing chance of unwanted injuries and accidents.

Scope:

This Standards is applicable to all operators, technicians, helpers including contractors, sub-contractors and their workmen and service providers, who are working or associated with Himadri Speciality Chemical Limited work at all premises, directly or indirectly.

Procedure

The Toolbox Talk will be conducted at work place (not in training room) on specific matters related to the job that is to be executed. The duration of Toolbox Talk will be brief not more than 5-10 minutes. It shall be conducted by the shift supervisor in every shift prior to start of the shift.

Following are the topics that should be covered in Toolbox Talk:

1. Checking the physical condition of employees whether they are in good health and fit to perform their duties.
2. Enquiring whether any employee is suffering from any illness.
3. Checking whether any workman is doing any overtime duty or they are fatigued.
4. Checking regular PPE to perform the job is available and are in good condition.
5. Checking special PPE is available to perform critical the job is available and are in good condition.
6. Enquiring whether any injury or reportable incident has occurred in the previous shift.
7. Sharing reports of any injury / DO (if any) that has taken place recently in the Company.
8. Emphasizing the potential hazards, risks, and safe work practices related to the job that is to be performed and the mitigation plan.
9. Reinforcing the importance of implementing the safety practices in their daily work and highlight the potential benefits and consequences of compliance or non-compliance.
10. Enquiring about required health checkup to be done for critical jobs (specifically activities like Height work, confined space work).
11. Quick briefing on regular jobs.
12. Address any questions or concerns raised by the attendees and provide clear explanations or solutions. It is important for the responsible person to be approachable and receptive to feedback from the workers. He/ she should create a positive and open environment where employees feel comfortable sharing their safety experiences and concerns.

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Documentation of Toolbox Talk

- a. Summarize the key points discussed during the toolbox talk.
- b. Maintain records of the toolbox talk sessions, including the date, topic, attendees, and any significant discussions or actions taken by the person responsible to deliver Toolbox Talk.
- c. Document any additional follow-up actions or training needs identified during the talk.
- d. Evaluate the effectiveness of the toolbox talk by seeking feedback from attendees and making improvements for future sessions.

Responsibility

Managers and Line Managers are primarily responsible for conducting a safety toolbox talk regularly at the beginning of every shift. In some special cases HSE Officer/Manager or any designated person with relevant safety training and knowledge may also conduct Toolbox Talk.

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