



HAZARDOUS SUBSTANCES

Toolbox Talks are intended to facilitate health and safety discussions on the job site.

Many workplace tasks involve substances that can harm health if proper precautions are not followed. Common examples include chemicals, cement, adhesives, solvents, and cleaning materials.

The Control of Substances Hazardous to Health Regulations (COSHH) set out duties for both employers and employees. They provide a practical step-by-step process for managing hazardous substances and protecting anyone who may be exposed to them.

Key Points

- ✓ Hazardous substances must be assessed. Categories may include very toxic, toxic, harmful, irritant, corrosive, and flammable substances.
- ✓ Manufacturers and suppliers must provide Safety Data Sheets when requested so that assessments can be completed.
- ✓ Employers must introduce control measures based on their assessment.
- ✓ The best control measure is to replace the substance with a less hazardous or non-hazardous alternative where possible.
- ✓ PPE, such as gloves, goggles, and overalls, should be used only as a last resort control measure.
- ✓ Employers must inform and instruct workers about the risks and provide training on required precautions. The assessment must be available during chemical use, usually in the Site Office.
- ✓ Employers must monitor how substances are used, check that controls are effective, and arrange medical checks for workers where necessary.
- ✓ Employees must use all provided control measures and PPE correctly. This includes using washing, changing, and eating facilities as intended.
- ✓ Employees must take reasonable care of their own health and safety and the health and safety of others. They should read packaging labels and follow all instructions carefully.
- ✓ Employees must tell their supervisor immediately if they are unsure about a substance or have a health concern.

Note: It is a mandatory company requirement that no substance hazardous to health is used, unless the relevant suppliers Safety Data Sheets are available and appropriate Risk Assessment has been undertaken.

Check the label and know the indications of danger

 CORROSIVE	 IRRITANT	 HARMFUL	 TOXIC	 EXTREMELY FLAMMABLE
 DANGEROUS FOR THE ENVIRONMENT	 CORROSIVE	 HIGHLY FLAMMABLE	 EXPLOSIVE	 OXIDIZING

Toolbox Attendance

Questions? _____

Concerns? _____

Days since Last Incident: _____

Supervisor/Meeting Leader: _____ Date: _____

Signatures of attendees:

Manager review comments:

Manager signature: _____ Date of Review: _____