



TOOLBOX TALK

SPECIAL POINTS OF INTEREST

Continual training is essential for the reduction of accident/incident rates and the occurrence of ill health in our workplace. The Toolbox Talk Programme, if implemented correctly will play a major part in our continuing effort to create an increased awareness of hazards present in our workplace, and the precautions which must be taken to eliminate or control them.

The Toolbox Talk Programme has been written as a series of numbered discussion topics on Safety, Health and Environmental issues.

Contractors Induction

- All contractors must have viewed and understood Mid & West Wales Rescue Service (MAWWFRS) Induction Presentation.
- Sign in and out of the visitors book before and after completing work.
- Identification must be worn whilst on site.
- Contractors or supervisors must wear suitable PPE as identified in the contractor RAMS. Supply of this is the responsibility of the contracting company.
- Abide by MAWWFRS safety instructions.
- Requests for additional works are to go through Estates.
- Specialist information is available via the Estates Team, key premises information is usually located in the watch room or near the building entrance.
- Advise MAWWFRS staff of any special mobility or disability requirements.
- Ensure that you have parked appropriately.
- Advise the Officer in Charge if your work may create any hazards.
- Request guidance so as to be aware of any hazardous situations, conditions or activities within the building which may affect your work.
- Ensure you are familiar with the layout of the building, the location of the First Aid Kit, Fire Alarm Call Points and Fire Extinguishers.
- Do not leave any exposed or unprotected hazards unattended whilst working or when leaving the building.
- Secure the outer door when leaving if the building is otherwise unattended.
- Remove any waste or equipment at the end of each day.

Smoking Policy

- MAWWFRS operates a total smoking ban throughout each building, smoking is only permitted in the designated smoking areas.





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Fire Alarm and Emergency Turn Out Alarm Procedures

- Fire Alarm Call Points are situated at strategic points throughout the property.
- On hearing the fire alarm, please leave the building by the nearest fire exit and assemble at the designated point in a safe position away from the building.
- Do not re-enter the building until authorised to do so by MAWWFRS staff.
- Suspicious packages must not be moved in any circumstances and the Officer in Charge of the duty shift is to be informed.
- Be aware of Fire Service Emergency Turn out signal arrangements, a demonstration can be provided on request.
- If a Turn Out activation occurs, stand clear to allow Firefighters to pass through corridors and doorways, and stand clear of the pole drops.

Accidents

- Accidents and near misses should be notified to your nominated Estates contact and reported through MAWWFRS software, accessible with the QR code shown here.
- First Aid Kits are normally located in the duty Watch Room.
- All operational personnel are qualified First Aiders however it is the responsibility of the contracting company to ensure suitable First Aiders are present.



Welfare Arrangements

- Male and female toilets/washing facilities are located within MAWWFRS buildings.
- Mess Rooms on station provide facilities for eating and drinking, No industrial clothing is to be worn in these areas, with the exception of footwear.
- Please see the Station Commander or Officer in Charge if you have any personal items which require temporarily securing.
- Any welfare facilities used are to be treated with respect and left clean and tidy.





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Carrying Out the Work

- Ensure you have appropriate access arrangements, tools and work materials.
- Ensure all appropriate RAMS for the work are in place. If the scope of the task changes, the Risk Assessments and Method Statements should be updated accordingly.
- Ensure that you wear all of the necessary Personal Protective Equipment in order to carry out the works safely.
- Only Asbestos Aware Contractors or operatives are to undertake invasive works on MAWWFRS properties.
- Ensure that the Asbestos Register has been checked if you are carrying out any invasive work to determine if the area is free from known asbestos products.
- If there are any doubts, contact the Estates Team before commencing works.
- Leave the site in a clean, tidy and safe condition.
- Working in an unsafe manner will result in removal from site.
- Working under the influence of alcohol and/or illegal drugs or substances are not permitted.

Enquiries / Complaints

- Please enquire with your contact in Estates with any further queries.

Contractors Declaration

By signing the Contractor Toolbox Talk, I confirm my understanding of the requirements of the Contractors Induction and confirm I have viewed and understood the contractor presentation and fully agree to comply with the conditions therein.

Name

Signed:

Date:

Company:

