



TOOLBOX TALK

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SAFETY TOOLBOX TALK: SAFETY ON STAIRS AND IN WALKWAYS

Format: Informal Chat

Duration: 5 Minutes

Objective:

The aim of this safety toolbox talk is to raise awareness and promote safe use of stairs and walkways in the workplace to prevent accidents and injuries.

Introduction:

Stairways and walkways in all businesses can be the cause of injury or accidents. To ensure the safety of everyone in the workplace, it is important to follow some safety tips that can help eliminate the risk of injury. In this toolbox talk, we will discuss some of the safety tips to follow while using stairs and walkways.

Body:

Today's toolbox talk is about the safe use of stairs and walkways in the workplace. Stairs and walkways are often taken for granted, but they can pose serious hazards if not used properly. Here are some tips to ensure that you use them safely:

Use the handrail: When using stairs or walkways, always use the handrail for support. This will help you maintain your balance and prevent slips, trips, and falls.

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Watch your step: Always watch where you're going and pay attention to your surroundings. Look out for obstacles, such as loose mats or objects on the ground, and avoid them.

Use proper footwear: Wear shoes with non-slip soles that fit well and provide good support. Avoid wearing open-toed shoes, high heels, or sandals, which can increase the risk of slipping and tripping.

Don't rush: Take your time when using stairs or walkways. Don't run, jump, or skip on them, as this can increase the risk of falling.

Report hazards: If you notice any hazards, such as loose or damaged steps, broken handrails, or wet surfaces, report them to your supervisor or manager immediately.

Use the right lighting: Make sure the area is well lit so you can see where you're going. If the lighting is poor, use a flashlight or other source of light to help you see.

Keep the stairs and walkways clear: Don't leave objects on stairs or walkways, and don't use them for storage. Keep them clear so people can use them safely.

In conclusion, stairs and walkways are an essential part of the workplace, but they can be hazardous if not used properly. By following these tips, you can help prevent accidents and ensure that you and your colleagues stay safe.

Thank you for your attention. Stay safe and have a great day!

Highlights:

Stairs:

- Always keep one hand free to use the handrails, both up and down the stairways.
- Always maintain a three-point contact (One hand and two feet).
- Avoid carrying large loads when going up or down stairs.
- Be aware of where you are walking. Look down continuously.

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- Ensure that all stairs are clear of debris and potentially slippery substances.
- Do not run or take two steps at a time when going up or down the stairs.
- Ensure that the handrails are inspected on a regular basis to ensure that the handrails are firmly secured.
- Report any unsecure handrail immediately and do not assume that someone else will report it.

Walkways:

1. Keep walkways free from any material, always practice good housekeeping.
2. Take note of elevation in the walking surfaces, they must be clearly highlighted so that they are visible.
3. Secure electrical cords so that they do not lie across walkways.
4. Take small steps on wet walkways to prevent slipping and falling.

Conclusion:

In conclusion, always remember to watch your step and be careful while using stairs and walkways. By following these simple safety tips, we can ensure the safety of everyone in the workplace. Stay aware of hazards and risks that exist on stairs and walkways.

Additional Notes:

Provide handouts or visual aids to reinforce the key points of the talk. You may also consider conducting periodic follow-up toolbox talks to reinforce the importance of using in the workplace. Finally, conclude the talk by reminding everyone of the company's commitment to ensuring a safe and healthy work environment for all.

Attendance Register: Pass around the attendance register, asking everyone to fill in their details and sign to confirm attendance.

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ATTENDANCE REGISTER:

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