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CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

TOOLBOX TALK CONTENT

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**Document Approval History**

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| **Document Revision No.** | **Effective Date** | **Created** **by:** | **Reviewed & Approved** **by:** |
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**Document Revision History**

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| 00 | N/a | Published |
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| **TOPIC** | **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)** | **DISCUSSED?** |
| **THINGS TO DISCUSS**(a couple of topics to be selected and discussed when conducting the talk) | **YES** | **NO** |
| **DEFINITION** | * What chemicals are hazardous to human health?
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| **METHODS OF CONTACT** | * Ingestion
* Inhalation
* Contact
 |  |  |
| **TASK** | * Identify the type of task
* Ensure Involved Personnel are fully aware of safe system of work
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| **MSDS & COSHH ASSESSMENT** | * Ensure availability of MSDS or COSHH assessment onsite
* Type of information available on the MSDS
 |  |  |
| **TRAINING. AWARENESS & COMPETENCY** | * Ensure that involved persons are trained before starting work in a confined space
* Awareness session to be conducted to ensure awareness
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| **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | * What is the appropriate PPE required for the task at hand?
* Benefits of using Personal Protective Equipment
* Type of gloves, mask and eye protection
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| **EMERGENCY & FIRST AID ARRANGEMENTS** | * Name of the competent first aider
* Location of the first aid box station
* Emergency rescue team & emergency equipment used for working with chemicals
* Location of the emergency equipment such as spill kit
* What happens to the permit in case of an emergency?
 |  |  |
| **OTHER** | * Always restrict work area where chemicals are being used
* Display adequate & appropriate warning signs
* Illuminate the work area and ensure plenty of light
* Effects chemicals have on our environment?
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| **THINGS TO REMEMBER** (consider these points when conducting your toolbox talk) |
| **Description** | **Yes** | **Description** | **Yes** |
| Toolbox Talk should be short and to the point and relevant to the work being conducted | ✓ | Toolbox Talk should be entertaining and if possible, interactive. | ✓ |
| Person Giving the Toolbox Talk(Name, Signature & Date) |  |