Toolbox Talk:

Fairness, Inclusion and Respect: Welfare

Prepare: Location? Distractions? Talk aids?

Reason: Adequate welfare facilities should be provided on all sites.

Why: The provision of adequate toilets, wash basins, drying rooms and rest areas are essential for the well-being of employees.

Outline: This talk will cover the factors which determine whether site welfare facilities are adequate, what to do if they are not and your responsibilities when working on site.

General welfare – What we provide

We MUST Provide [Make this specific to your site]

1. There must be enough toilets, wash basins, drying space and rest areas provided to cope with the number of operatives on site.
2. Toilets and wash basins must be properly maintained and kept clean – hot and cold (or warm) water must be provided.
3. A drinkable water source.
4. If you change out of 'street' clothes into working clothes, a changing area should be provided with storage facilities for your 'street' clothes.

We ALSO provide [Make this specific to your site]

1. Please note here the additional facilities available on the site [examples include prayer rooms, women's toilets, canteen].
   Reason: So that operatives can see that you are paying attention to their needs above and beyond your legal duty.

Q: Where is the drying room on this site?

<u>What to do if provisions are not in place</u>

Reporting Procedure

1. Report any lack of facilities to site manager or diversity champion.
2. If the facility that is not being provided must be provided and the site manager is unwilling to amend this situation call the Support Line and report the situation.

What is expected from you?

Operatives' responsibilities

1. Site staff should expect to use welfare facilities without finding them dirty, vandalised or covered by graffiti – leave them as you wish to find them.
2. Treat facilities with respect.
3. Smoking should not be conducted outside of designated areas.
4. Tell your supervisor if you are aware that welfare facilities are being deliberately damaged or otherwise misused.

Q: What are your responsibilities with respect to welfare facilities?

What will be done if you do not meet these expectations?

1. First minor offences will be given a strike on the three strike system.
2. Persistent (3 strikes) offenders or those committing major offences will be removed from site and banned from further company sites.

Further reading:

HSE – Provision of welfare facilities during construction work – Information Sheet No 59
http://www.hse.gov.uk/pubns/cis59.pdf