



Toolbox Talks Guidance – HomeSafe Safety Absolutes

Introduction

We are currently living in extraordinary times and have all had to change the way that we work and interact with others. Many of our employees have been working from home, others have carried on performing vital roles in the workplace. Now, as lockdown restrictions start to ease and new government guidance is issued, some employees will be returning to the workplace to join those who have been working on site. Our emphasis must be to ensure we return to the workplace and operate safely.

HomeSafe is an important aspect of ensuring we continue to work in a Safe and Healthy way, we must ensure that we work collectively to ensure everyone gets Home Safe each and every day. To support our employees at all levels we have developed some material which remind us all of the HomeSafe Safety Absolutes.

Within this package of information; you can find toolbox talks focusing on the six Safety Absolutes of HomeSafe:

- **Start Safe. Stay Safe.**
- **Report all Incidents**
- **Check for Hazards**
- **Manage Change**
- **See it. Sort it.**
- **Protect the Team**

Purpose

The purpose of these toolbox talks is to enable teams to hold discussions centered on HomeSafe as we concentrate on ensuring our sites remain safe during and beyond this period of Covid-19. They have been created to remind people of the HomeSafe Core Expectations and Safety Absolutes with a focus being on staying healthy and safe at all times.

Holding Briefing Sessions

A key part of HomeSafe is to enable dialogue between managers and employees through the use of safety huddles/briefings. Due to the current measures, put in place by the UK government, social distancing must be maintained at briefing sessions. We recognise this will be more challenging, and therefore would encourage the delivery of toolbox talks through alternative means, such as Skype, Microsoft Teams, Conference calls or whilst observing social distancing measures on site. As with other toolbox talks, we would encourage sites to keep a record of these briefings on the form which has been provided.

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