#### SAFETY AWARENESS KEPT SIMPLE

#### Safety Talk Delivery Pack

#### This Safety Talk contains:

- 8 Page Talk Text
- 8 OHP Presentation Slide Pack
- 16 A5 talk Handout Sheets
- Assessment and Assessment Answers Sheet
- Employee Attendance Register
- · A "How to Present Safety Talks Guide"

Using the talks (Extract "How to Present Safety Talks"):

Plan which topic you want to discuss with your team.

**Read** through the script before you hold the meeting to familiarise yourself with the material.

**Start** the talk with a comment that makes the topic relevant to the team. For example, if you have seen a number of people using ladders incorrectly, use this as your opening comment.

**Follow the script** but don't read straight from the page. The script is only a prompt and it will sound better if you use your own words.

**Ask the questions** as they appear in the script. It is important you do this because they are a lead in to the next section of your talk.

**Give the team enough time to answe**r the questions. Safety talks can be boring for the team if you are the only one talking.

**Hand out** the information sheets as they appear in the script. Don't hand out all the information sheets at the start of the talk otherwise there is a temptation for the team to read ahead and not listen to the points you are making.

Collect the information sheets at the end of the talk so they can be used again.

To obtain your Safety Talk Delivery Pack go to: <a href="https://www.smartsafe.com.au">www.smartsafe.com.au</a>



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## **INTRODUCTION**

A significant number of lost time injuries across industry were caused by mishandling chemicals and hazardous substances.

Mining and engineering statistics show that 43% of all accidents relating to the handling and storage of hazardous materials were caused by human error.

Today we will talk about how we can safely handle, store and transport hazardous materials and chemicals.

## **LEARNING OUTCOMES**

At the end of this talk you will know:

- storage;
- maintenance of the storage area;
- information requirements; and
- handling and transportation.

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## THE DEFINITION OF HAZARDOUS SUBSTANCES

The recognised definition of a hazardous substance is, "ANYTHING, WHETHER SOLID, LIQUID, GAS OR DUST THAT MAY CAUSE A HEALTH RISK TO YOU AT WORK".

The most common of these substances are chemicals that we use on a daily basis.

When handling hazardous substances and deciding on what protective equipment you need, take into account that these substances can enter your body in three ways:

- via your skin (absorption or injection);
- by inhalation; and
- by ingestion.

One of the most common contact methods, ingestion, is the result of not washing your hands properly before eating.

Chemicals can have a number of adverse effects on your body. Some of these are:

- · dizziness;
- · nausea; and
- itchy eyes and skin.



"Can you name some of the materials you have used in the last week that may have contained chemicals?"



Hand out sheet 1 - Hazardous materials

Some of the more common materials containing hazardous substances include:

- paints;
- solvents;
- fuels:
- lubricants;
- cleaning agents; and
- glues.

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## Sample OHP Presentation Slide

### **Sheet 1 – Hazardous Materials**



# Some of the more common materials containing hazardous substances include:

- paints;
- solvents;
- fuels;
- lubricants;
- · cleaning agents; and
- glues.

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## Sample A5 Handouts

#### Sheet 6 – Safe Use of Hazardous Substances







When working with hazardous substances you should:

- make sure you know what you are working with;
- · use standard manual handling procedures;
- make sure your Personal Protective Equipment is in good working order;
- not smoke around flammable or explosive materials;
- not eat or drink around hazardous substances; and
- wash your hands and other exposed areas prior to eating or going to the toilet.

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#### Sheet 6 - Safe Use of Hazardous Substances







- When working with hazardous substances you should:
  - make sure you know what you are working with;
  - use standard manual handling procedures;
  - make sure your Personal Protective Equipment is in good working order;
  - not smoke around flammable or explosive materials;
  - not eat or drink around hazardous substances; and
  - wash your hands and other exposed areas prior to eating or going to the toilet.

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