

Today's Topic/Issue

Maintaining a safe workplace is a critical responsibility for both employers and employees. In the UK, workplace inspections are a key part of fulfilling these responsibilities.

QUICK QUIZ

What does “good workplace maintenance” mean to you?

Workplace inspections serve several purposes:

Identify Hazards Early:

Regular inspections enable early identification of physical, chemical, biological, and ergonomic hazards. Detecting these risks allows the organisation to address them proactively, minimizing the risk of accidents and injuries.

Ensure Equipment Safety:

Inspections confirm that machinery and equipment are functioning correctly and meet safety standards. Equipment that is faulty or improperly maintained can lead to severe injuries or downtime.

Reinforce Safety Protocols:

Routine checks help ensure that safety procedures, such as fire drills, emergency exits, and first aid availability, are in place

and effective. Inspections verify that all safety protocols are current and that employees are aware of them.

Improve Compliance and Reduce Liability:

Compliance with Health and Safety legislation is good for employees and is good business. Regular inspections help ensure that workplaces adhere to legal requirements, avoiding potential fines and prosecution, and reducing the likelihood for injuries.

Promote a Safety Culture:

Routine safety checks demonstrate management's commitment to a safe working environment. When employees see that safety is a priority, it fosters a culture where everyone is more likely to follow procedures and report hazards.



We should be proud of our workplace and work together to keep it well maintained

Promoting a tidy workplace is most easily achieved by following a ‘**see it, sort it, report it**’ attitude. If you see something due to neglected housekeeping, resolve the problem first before reporting it.

- 1. Prevent slips, trips and falls
- 2. Eliminates fire hazard
- 3. Prevents falling objects
- 4. Clears clutter
- 5. Ensures that Tools and PPE are regularly inspected

Key Areas to Inspect:



Walkways and Exits

Ensure they are clear of obstacles and easily accessible



Housekeeping

Look for spills, clutter, and waste that could pose a risk



Fire Safety

Check that alarms, extinguishers, and emergency lighting are in working order



PPE (Personal Protective Equipment):

Verify that PPE is available, in good condition, and used correctly



Machinery & Equipment

Confirm they are well-maintained and regularly serviced, and all statutory inspections have taken place



Electrical Safety:

Inspect cords, outlets, and devices to prevent electrical hazards

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What maintenance issues could we prevent rather than simply repair?



Toolbox Talk – SUPERVISORS NOTES

Workplace Maintenance

2026/27

A maintenance programme is a planned system for keeping the workplace, equipment and facilities safe and in good working order. It combines regular inspections and preventative maintenance with a clear process for reporting and dealing with defects when they occur.

Whilst it is everyone's responsibility to keep their workplace well maintained to reduce hazards and improve productivity, a good maintenance programme needs to be developed and communicated by the supervisory team to keep everyone working towards the same goal.

QUICK QUIZ

Possible Answers to Explore:



See it, Sort it, Report it

“**See it, Sort it, Report it**” is about creating a workplace where everyone takes responsibility for identifying and addressing hazards.

See it – develop good hazard observation skills

Everyone should be able to recognise unsafe conditions, behaviours and developing problems. This means encouraging people to look beyond the obvious and notice things that could cause harm before an incident occurs.

Sort it – take responsibility

Where it is safe and within their authority to do so, employees should take action to address problems rather than simply walking past them or assuming someone else will deal with them. This could be as simple as removing an obstruction, cleaning up a minor spill or making an area safe.

Report it – even if you've already sorted it

Sorting a problem does not remove the need to report it. Reporting allows the organisation to identify trends, recognise recurring problems, understand what is happening across the workplace and make sure appropriate action has been taken. It also means that others can learn from the issue.

Supervisors should make sure everyone understands:

- **What** should be reported
- **How** to report it
- **Who** it should be reported to
- **When** it needs to be reported
- **What action** they are expected to take themselves

Just as importantly, supervisors should provide **regular feedback** on reported issues and the actions taken.



Toolbox Talk - Attendance Sheet

Site/Department Name:

Trainer Name:

Signature:

Toolbox Talk Topic:

Date:

Name	Signature

Any further feedback or questions from attendees regarding this toolbox talk topic?