

Toolbox Talks and Forms

Four briefings, plus the records

Scope and limitations — read before use

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TOOLBOX TALK 1

Nothing goes under a car on a jack

Key points

- A car on a trolley jack is held up by a hydraulic seal and nothing else. Seals fail without warning.
- Axle stands, rated for the load, on firm level ground, every time. It takes thirty seconds.
- On a lift: engage the mechanical locks. Hydraulics hold it up, the locks keep it up.
- Watch the centre of gravity. Pulling an engine, a gearbox or a battery pack can tip a vehicle off the arms.
- One person controls the lift. Nobody touches the controls while somebody else is underneath.

Ask the group

- When did we last check the lift locks actually engage?
- Is our thorough examination report in date and where is it?
- Has anybody here ever gone under a car on just a jack?

Attendance

Name	Signature	Name	Signature

Delivered by	Signature	Date

TOOLBOX TALK 2

Fumes you cannot see

Key points

- Carbon monoxide is colourless and odourless and it kills. Running an engine indoors produces it every time.
- Extraction goes on the exhaust EVERY time an engine runs inside, including a quick shuffle across the workshop.
- Diesel exhaust causes cancer. So does welding fume — all of it now, including mild steel.
- General ventilation and an open door is not control. LEV at the source is.
- Never blow brake dust out with an airline. Older vehicles may still have asbestos friction material.

Ask the group

- Does our extraction actually work on every bay?
- Do we have a CO alarm in here?
- How do we clean out brake drums?

Attendance

Name	Signature	Name	Signature

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TOOLBOX TALK 3

The compressor and the tyre bay

Key points

- An air receiver is a pressure system. It needs a written scheme of examination and examination to that scheme. A failed receiver is an explosion.
- Drain the condensate. Water rots the receiver from the inside where nobody can see it.
- Never blow yourself or your clothes down with the airline. Air can be forced into the body and kill you.
- Inflate split rims and commercial wheels in a cage, stood out of the trajectory, with a clip-on connector.
- Never use flammable aerosol to seat a bead. People have died doing it.

Ask the group

- Where is our written scheme of examination for the compressor?
- When was the safety valve last checked?
- Do we have a proper inflation cage, and do we use it?

Attendance

Name	Signature	Name	Signature

Delivered by	Signature	Date

TOOLBOX TALK 4

Electric vehicles will kill you differently

Key points

- Traction batteries run at hundreds of volts DC. Your twelve volt experience does not transfer.
- DC does not let go the way AC does. It holds on.
- The system can stay live after shutdown while capacitors discharge. Follow the manufacturer's isolation procedure and prove dead.
- The car is silent and can be ready to move with nobody realising. Fob away from the vehicle, wheels chocked.
- A damaged pack can go into thermal runaway hours later, burn extremely hot and reignite after being put out. Damaged EVs go outside, away from the building.
- If you are not trained for high voltage work, diagnose and refer. There is no shame in that and there is no coming back from the alternative.

Ask the group

- Who here is actually trained for HV work?
- Do we have insulated tools and are the gloves in date?
- Where would we put a damaged EV if one arrived on a recovery truck tonight?

Attendance

Name	Signature	Name	Signature

Delivered by	Signature	Date

Weekly workshop inspection

#	Check	OK	Not OK	Action
1	Lifts: locks engaging, no leaks, examination in date			
2	Axle stands and jacks in good order and being used			
3	Exhaust extraction working and being used			
4	Compressor: drained, safety valve OK, scheme in date			
5	Air lines and couplings sound			
6	Tyre inflation cage available and used			
7	Grinder guards and tool rests correctly set			
8	LEV working where fitted, examination in date			
9	Flammables stored in the cabinet, lids on			
10	Waste oil and used parts stored correctly			
11	No damaged cables or taped repairs			
12	Fire extinguishers in place and in date			
13	First aid kit stocked, eyewash in date			
14	Floor clear of oil, trailing leads and obstructions			
15	Customers kept out of the workshop area			
16	PPE available and being worn			
17	Damaged or quarantined EVs stored safely outside			

Checked by	Signature	Date	Actions closed

Statutory examination tracker

The documents an inspector or insurer will ask for. Diary every renewal date.

Item	Requirement	Last done	Next due	Report reference
Vehicle lift 1	LOLER thorough examination			
Vehicle lift 2	LOLER thorough examination			
Engine hoist / crane	LOLER thorough examination			
Slings and chains	LOLER thorough examination			
Air receiver / compressor	PSSR written scheme + examination			
LEV (welding)	COSHH thorough examination, max 14 months			
LEV (spray booth)	COSHH thorough examination, max 14 months			
Fixed electrical installation	Periodic inspection and test			
Portable equipment	Formal inspection to risk-based interval			
Fire risk assessment	Review			
Fire extinguishers	Annual service			

Maintained by	Signature	Date	Next review