

INCIDENT PREVENTION TALK

Site Business Area

Area/activity

Assessor Date

Assisted by Time

Duration No. of people observed

Landscape	<input type="checkbox"/>
Minerals	<input type="checkbox"/>
Premier Mortars	<input type="checkbox"/>
Stancliffe Stone	<input type="checkbox"/>
MSF	<input type="checkbox"/>
Gen. Offices	<input type="checkbox"/>

SAFE ACTIONS/GOOD BEHAVIOUR OBSERVED

Refer to the guidance document for assistance in undertaking 'incident prevention talks'. Consider the 'at risk categories' when observing the person or task and record below: if more than one person is seen performing the unsafe act i.e. two people not wearing hearing protection, then record as 2 unsafe acts.

No. of unsafe acts	UNSAFE ACTS/SAFETY DEVIATIONS OBSERVED

Unsafe Acts Index $\frac{\text{No. of unsafe acts}}{\text{No. of assessors X assessment duration (hrs)}} = \text{_____} =$

AGREED FOLLOW UP ACTIONS (Not rectified on site at the time)	By Whom	Date Complete

Please forward a copy of this form to the site SHE co-ordinator or site Manager for retention, and e-mail a further copy to the Group H&S Advisor.