



الشركة العمانية للغاز الطبيعي المسال ش.م.م.
Oman LNG L.L.C.

PROCEDURE FOR TOOL BOX TALKS (TBT)

This document contains 6 pages

Documents Classification:-

By default all documents will be categorised as (Non-Critical / Non-Confidential unless otherwise specified)

Risk Classification

Non-Critical

Security Classification

Non-Confidential

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ISSUE HISTORY

Changes from previous issue are indicated in the table below

Issue	Description	Date
0	First draft	30 th Dec 1998
1	Issue for approval and authorization	22nd Oct 1999
2	Updated and routed for approval / authorization	July 2004
3	Reviewed and updated with minor changes	12 th Oct 2008
4	Reviewed and updated, life saving rules included	26 th July 2010
5	Periodic review, added section 4 Role and Responsibilities, added Reference to Oman LNG TBT Booklet (Appendix 1)	29 th July 2015
5a	Tool Box Talk Form updated to include: Maintain 100% tie-off	9 th May 2016

Distribution:	This document is accessible through EDMS Controlled Documents Pyramid (CDP)		
Custodian/ Author	QHSE/2	Date: 28 th June 2015	Signature:
Comments Received:	QOP	QEN	GA CSA
Approval	QHSE	Date: June 2015	Signature:
Authorization	QCM	Date: July 2015	Signature

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1. Purpose

Communicating to workforce the safe work practices they should follow during their specific tasks is the key element in incident prevention. This is achieved through Tool Box Talks (TBT's) and this procedure gives the guidelines on the preparation and delivery of toolbox talks.

2. Scope

For any work where more than 2 people are involved.

3. Definitions

Toolbox Talk (TBT)

A pre-shift (or often pre-job) meeting led by a Supervisor covering the planned operations for the day ahead / forthcoming jobs and the hazards that may arise, potential overlaps of operations and responsibilities and to ensure communication of PTW requirements and any other measures that need to be put in place.

4. Roles and Responsibilities

- A. The tool box talk should be delivered by the supervisor to his crew.
- B. For activity carried-out under Permit to Work; the supervisor carrying the TBT should be the permit holder who received the permit from the Permit issuance point.
- C. All members of the crew involved in job as well as those that might be affected must attend the TBT.

5. Procedure

TBT's should be concise and punchy in order to get the message across. Although detailed specialist knowledge is not required to do the talk however experience of the activities is necessary together with an adequate appreciation of safety matters. The Supervisor should deliver the TBT before work starts on a task in hand. The supervisor should invite feedback from the audience and ensure that everyone understands the content.

In the event of additional crew or change of crew during the work/activity; the TBT should be carried to the new comer(s) ensuring that they are fully aware of the task(s), hazard(s), control(s) and recovery measure(s). The TBT should also be redelivered to the crew in the event of additional hazardous introduced due to change in work conditions.

The Supervisor should discuss with his crew all controls covered by the permit to work including supporting documentation (e.g. (JHA) Job Hazard Analysis, MSDS (Material Safety Data Sheet) etc.)

For guidance, supervisor to preferably use Oman LNG TBT Booklet (Appendix 1) provided to all Oman LNG PTW Holders to help them on how to conduct TBT as well as it contains sample TBTs on around 60 topics which can be used as such or adjustments can be made depending upon local situation relevant to a particular job. Printed copies of this booklet are available with QHSE Dept.

The key elements to deliver a successful and effective TBT are:

- The subject has to be specific with detailed pre-planning carried out.
- TBT has to be carried out at the target worksite or at least after a visit to the worksite by all of the work party.
- It should involve the people who are going to be part of the work and also those that might be affected by the work to be performed.
- The number of people gathered at a time for TBT should be controlled to enable eye contacts and constructive interactive discussions with all.
- It has to be delivered by a competent first-line supervisor or delegated to someone else for training purposes but at the same time supervised and steered by a competent supervisor.

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- Choose the right time to do the talk. First thing in the morning / shift when there is time, and when people are more likely to devote attention, is generally thought to be a good choice.
- It has to be comprehensive in terms of the discussion of hazards & risks involved and the control measures as well as recovery measures put in place at that work site.
- It has to include the discussion of the work procedures, Life Saving Rules and other specific rules that apply.
- It has to highlight the importance of Empowerment to Stop the Work as the last line of defence to prevent incidents during the execution phase of the work.
- It has to be communicated in a languages understood by people involved.
- It has to be carried out in a quiet area where people can clearly hear each other. Avoid locations where distractions / interruptions are likely.
- It has to be interactive with high quality two-way communication; it is not a one-way talk.
- The supervisor has to verify that all people involved did understand the TBT by allowing time for questions. In case of silence – ask questions on the hazards, risks involved in the job. Their understanding of the control and recovery measures and what they are going to do about them throughout the job also needs verification. If someone asks a question, supervisor to make sure everybody hears the question before he answers it and answer it to the whole group, not just the questioner.
- It has to be believed in and considered as the most important step in the job and not as a non-productive time.
- Use O LNG Tool Box Talk Form (Appendix 2) to document TBT's and to record attendance.

6. Appendices

6.1. Appendix 1 - Oman LNG Toolbox Talk Booklet

6.2. Appendix 2 - Oman LNG Tool Box Talk Form

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TOOLBOX TALK (TBT) FORM

Discuss the TBT subjects relevant to the job

Location

Date Time

Job.....

PTW No.....

TBT Leader

Company

Attendees

1. 7.

2. 8.

3. 9.

4. 10.

5. 11.

6. 12.

- PPE: Head, foot, hand, hearing, eye protections
- Safety signs
- Welding / Grinding / Gas Cutting Operations
- Hand Tools / Power Tools / cartridge tools
- Hot Bolting (Riveting) – Hammering
- (Crane Operations) Mechanical Lifting
- Grit blasting / Spray Painting
- Working in Confined space
- Cleaning (With Solvents)
- Digging – Excavations safety
- Work at height / safety harness BELT/ Maintain 100% tie-off
- Scaffolding, Ladders, Towers & working on roofs
- Manual Lifting, materials handling
- Waste Disposal / waste management
- Heat Stress – Exhaustion – Drinking water
- Lifting equipments inspection / colour coding
- Working near Electrical Live Line
- Health Hazards - working with chemicals
- Hydro Testing
- Noise /Vibration
- Slips / trips and falls
- Fire prevention / fire extinguishers
- Emergency situation action
- Nearest Assembly Point**
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Comments

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ENSURE GOOD HOUSEKEEPING AT ALL TIMES

In case of emergency call 111 via any OLN phone line or 25547766 via external line

Life-Saving Rules

Tick and discuss the applicable rules

