



Toolbox Talk

Access and Egress

Company Logo

What?

- All workplaces should be designed to provide safe access and egress including emergency escape routes.
- Access and egress should provide safe passageway to and from your place of work.
- Your place of work is wherever you have to be to carry out your job.
- It could be on a flat roof, on the side of a building or in a basement where safe access and egress needs to be provided.

Why?

- Doors on access / egress routes should be easy to open.
- Fire routes should be clearly marked and signed.
- Poor access or egress can result in serious injury.
- People slip, trip and fall when things are left in walkways.
- Falls occur when employees use ladders for access which are not secured.
- Injuries can occur when people and vehicles use the same access and egress routes

Do



- Use only recognised entry and exit points.
- Keep roadways and passageways clear from obstructions.
- Make sure all access routes have adequate lighting including emergency lights.
- Place barriers and signs around obstructions or openings.
- Watch out for moving vehicles on access routes.
- Ensure correct access equipment is selected when working at height.

Don't



- Obstruct fire or emergency doors.
- Leave materials or equipment on walkways or passageways.
- Take shortcuts which result in using unsafe access routes.
- Use unsafe access equipment when working at height.
- Ignore warnings about moving vehicles and equipment.