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Subject: VIRTUAL TOOLBOX TALK: DUST - To all Cleaning & Property Services Colleagues

INTERNAL COMMUNICATION: VIRTUAL TOOLBOX TALK: COSHH - To Cleaning & Property Services Colleagues

Good Morning,

Hope you are well and reason you have received this email is to increase your awareness of working in an environment where there is dust.

Purpose / Objectives: This virtual toolbox talk will cover working in an environment with dust which can cause chronic or irreversible respiratory conditions. Some dusts such as respirable crystalline silica can cause Silicosis, certain hard wood dusts are known to be carcinogenic and other dusts can cause asthma and irritation of the airways. In this virtual toolbox we provide information on ways to minimise your dust exposure....

Why run a virtual Dust Toolbox Talk?

To get an understanding on how to reduce and minimise exposure from dusts, by improving awareness where there are 2 main types of dusts that are of concern:

- **Respirable:** Small particles that can enter the lungs and small air sacs (alveoli).
- **Inhalable:** Larger or heavier particles that get trapped in the nose, mouth or throat.

How much dust is hazardous to health?

It depends on the dust you're exposed to and for some dusts there are Workplace Exposure Standards (WES) to provide guides on acceptable levels of dust exposure with the general possible effects of dust to individual health is:

- Eye irritation
- Skin irritation
- Irritation of the stomach and intestines if swallowed
- Respiratory conditions

Work activities that can create dust:

- Dry cutting e.g. paving stones, concrete, bench tops
- Dry sweeping
- Using compressed air
- Crushing and screening rock
- Emptying dust bags into bin, skips and other containers
- Milling, grinding, sanding, sand-blasting or other similar operations
- Stockpiling large volumes of materials such as soil, sand, grains, seeds and flour

How to reduce dust exposure:

- Segregating or enclosing the potentially dusty processes if possible
- Wet cutting or grinding
- On tool dust extraction
- Use less harmful materials
- Local exhaust ventilation (LEV)
- Enclosing material storage areas
- Get fit tested for a tight-fitting respirator
- Washing facilities and good standards of cleanliness
- PPE – select the right PPE for the work

Key takeaways:

- Dust can significantly affect your health including irreversible injury
- Be mindful of work activities that can create dusts
- There are multiple ways to reduce dust exposure

REMEMBER TO BE AWARE OF WHAT PPE TO WEAR TO PROTECT AGAINST HAZARD(S) – if you require PPE or have any concerns, raise this with your line manager and/or email services@mcsence.co.uk and we will action this asap.

Please also see the links below for more HSE & company information...

[HSE website](#) and links below:

- HSE – Workplace exposure limits: [Workplace exposure limits - COSHH \(hse.gov.uk\)](http://www.hse.gov.uk/workplace-exposure-limits)
- HSE – Asbestos Essentials - <http://www.hse.gov.uk/pubns/guidance/a0.pdf>
- HSE – Lifting Equipment at Work – A Brief Guide - <http://www.hse.gov.uk/pubns/indg290.htm>
- HSE – Manual Handling at Work – A Brief Guide - <http://www.hse.gov.uk/pubns/indg143.htm>
- HSE – Slips & Trips – A Brief Guide - <https://www.hse.gov.uk/cleaning/topics/slips.htm>
- HSE – Working at Height & Safe Use of Ladders - <http://www.hse.gov.uk/pubns/indg455.pdf>
- HSE - COSHH - <https://www.hse.gov.uk/coshh/basics/whatdo.htm>
- HSE – COVID-19 - <https://www.gov.scot/coronavirus-covid-19/>

STAFF ZONE is a bespoke intranet for all McSence colleagues with company information in one place - to access this click on this [Company Policies | McSence](#) and enter password staffzone123

Any feedback is most welcome and going forward we will be sharing more of this information on a regular basis.

Warmest regards, Martha

Martha Convie

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