

MS – Toolbox Meeting Records			MRG-CF-TCR-07
Rev: 2.0	Next Rev Date: July 2028	Issue Date: July 2024	

Toolbox Talk No: 294

Issue:	Securing Work Vehicles and Tools		
Location:	Via SMS Text Message, MRG Employee Portal	Date:	15/04/2026
Briefed by:	Via SMS and Portal	Time:	10.30

Points Raised and Comments

Purpose of this Toolbox Talk
 Unsecured vehicles, plant, and tools present serious risks including runaway vehicles, falling objects, theft, and unauthorised use. This toolbox talk outlines the required controls and behaviours to ensure all vehicles and equipment are properly secured within the rail environment.

Why This is Critical in Rail Environments
 Rail works often involve:

- Parking near tracks, embankments, or uneven ground
- Working in confined corridors with limited access
- Multiple contractors and shared work zones
- Night works with reduced visibility

Failure to secure vehicles or tools can result in serious injury, damage to rail infrastructure, or service disruption.

Common Hazards / Causes

- Vehicles left running or unsecured on slopes
- Tools left unattended or unsecured
- Equipment falling from vehicles or elevated positions
- Unauthorised use of plant or tools
- Poor storage and housekeeping
- Inadequate securing during transport

Mandatory Controls & Safe Work Practices

Securing Vehicles

- Turn off engine, remove keys, and engage handbrake
- Park on stable ground away from tracks and access routes
- Use wheel chocks where required (especially on slopes)
- Do not park within rail clearance or exclusion zones unless authorised
- Ensure lights and visibility controls are in place for night works

Securing Tools & Equipment

- Store tools in designated storage areas when not in use
- Do not leave tools unattended in active work zones
- Secure tools at height to prevent falling (use lanyards where required)
- Lock toolboxes and vehicles when unattended

Transport of Tools & Materials

- Secure loads properly to prevent movement during transport
- Use appropriate restraints (straps, cages, racks)
- Do not overload vehicles

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Housekeeping

- Maintain clean and organised work areas
- Remove trip hazards and loose items regularly
- Ensure access and egress paths remain clear

Rail-Specific Considerations

- Maintain safe distances from live rail and overhead wiring
- Ensure nothing can fall or roll onto tracks
- Be aware of train movements and vibration affecting unsecured items
- Follow all rail protection and site-specific requirements

Supervisor Responsibilities

- Ensure vehicles and tools are secured in accordance with procedures
- Monitor compliance across the site
- Provide appropriate storage and securing equipment
- Address unsafe practices immediately

Worker Responsibilities

- Secure all tools and equipment when not in use
- Follow correct parking and vehicle securing procedures
- Report hazards or unsecured items immediately
- Take responsibility for personal and shared equipment

Stop Work Authority

Stop work immediately if:

- Vehicles are unsecured or parked unsafely
- Tools or materials are at risk of falling or movement
- Unauthorised use of equipment is observed
- Conditions (wind, slope, vibration) create additional risk

Emergency Procedures

- In the event of a runaway vehicle or falling object, alert all personnel immediately
- Notify Supervisor and Protection Officer
- Contact 000 if required
- Secure the area and prevent further risk

Key Takeaways

- Always secure vehicles—engine off, brake on, keys out
- Never leave tools unattended in active work areas
- Secure all loads and materials properly
- Maintain good housekeeping at all times
- Prevent incidents before they happen—secure everything

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