TOOLBOX TALK AWARENESS PACKAGES

HAZ-LED · Lead Awareness

Product Overview

Audience: Workers and supervisors who disturb lead paint or work with lead batteries, radiators, smelting, recycling, soldering or shooting ranges · Duration: 20–30 minutes

Version 1.0 · 22 November 2026

For anyone who disturbs lead paint or works with lead batteries, radiators, smelting, soldering or shooting ranges: how lead gets into the body, hygiene that keeps it out, and health monitoring.

Lead is a toxic metal that builds up in the body. At work it comes from old lead paint, lead-acid batteries, radiator repair, smelting and metal recycling, soldering and leadlight, and indoor shooting ranges. It gets in when people breathe in lead dust or fume, and when they swallow it from their hands, food, drinks or cigarettes. It can harm the brain and nerves, the blood, the kidneys and fertility, and it is especially harmful to unborn babies and young children, who can be exposed through dust taken home on clothes, skin and in cars.

This talk covers where lead is found, how it gets into the body, the signs of lead poisoning, the controls from lead-free methods to wet methods and extraction, the hygiene rules that stop lead being swallowed or taken home, and what health monitoring is for. It is awareness, not training in lead paint removal, abrasive blasting or respirator fitting.

Learning outcomes

By the end of the session participants will be able to:

- Name where lead is found at work, from old paint and batteries to radiators, smelting, soldering and shooting ranges
- Explain how lead gets into the body: breathing dust and fume, and swallowing it from hands, food, drinks and cigarettes
- Recognise the signs of lead poisoning, and why it can build up without obvious signs
- Explain the controls, starting with lead-free methods and keeping dust and fume down
- Follow the hygiene rules: wash before eating, drinking or smoking, and never take lead home
- Explain what health monitoring is for, and report symptoms, damaged controls and dust

What it covers

Module	Covers
Why it matters	Where lead is found; How it gets into the body; Who is most at risk
Controls that work	Lead-free methods first; Keep dust and fume down; Hygiene and clean clothes
Your part	Wash before you eat; Health monitoring; Report it

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Activities

- Where is the lead: workers find the lead risk in four jobs, from sanding old paint to cleaning a shooting range, and decide on a safer way
- What would you do: workers decide what to do in four situations, from a lunch break straight off the job to a workmate with headaches and stomach pain

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Does it cover lead paint removal and health monitoring? Only as awareness. The talk explains where lead paint is found and why it must not be sanded, burnt or blasted without the right controls, and what health monitoring is for. Removing lead paint, abrasive blasting and fitting respirators need their own training and procedures, and health monitoring is arranged by the business with a doctor. The talk quotes no exposure limits or blood lead levels: check them with your regulator.

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

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TOOLBOX TALK

Lead Awareness

Dust, fume and your hands: how lead gets in, and how to keep it out

20–30 minutes · Workers and supervisors who disturb lead paint or work with lead batteries, radiators, smelting, recycling, soldering or shooting ranges

[Company name] · [Date] · [Facilitator name]

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What this talk is, and is not

This talk covers

- ✓ Where lead is found at work
- ✓ How it gets into the body
- ✓ The controls and the hygiene rules
- ✓ What health monitoring is for

This talk is not

- ✗ Lead paint removal training
- ✗ Abrasive blasting training
- ✗ Respirator fit training
- ✗ Our procedure: **[Our lead procedure]**

Awareness only. Lead paint removal, blasting and respirator use need specific procedures, training and equipment.

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Where lead is found at work

Lead is in many older materials and some work processes.

- Old paint on houses, bridges, boats and steel
- Lead-acid batteries: making, repairing, recycling
- Radiator repair, soldering and leadlight
- Smelting, foundries and metal recycling
- Shooting ranges, and lead shot and sinkers

A composite example

- A painter sands the old paint off a weatherboard house with a power sander. No extraction, no drop sheets.
- He eats lunch on site, then drives home in his work clothes. His toddler sits in the car.

If you cannot be sure, treat old paint as lead paint.

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Duties under health and safety laws

The business must

- Identify where lead is used or disturbed
- Control dust and fume at the source
- Provide washing and changing facilities
- Arrange health monitoring where required

You must

- Follow the lead procedure
- Use the controls and wash before breaks
- Keep work clothes at work
- Report symptoms, damage and dust

Most health and safety laws give these duties. Check the law where you work (in Australia, WHS or OHS laws).

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The order of controls for lead

1. **Elimination** Do not disturb lead paint where it can be left or covered
2. **Substitution** Lead-free materials; wet scraping, not dry sanding or burning
3. **Isolation** Enclose the work area; keep others out; separate clean areas
4. **Engineering** Extraction at the tool, ventilation, HEPA vacuums
5. **Administrative** Hygiene rules, cleaning, health monitoring, signs
6. **PPE** The respirator and clothing your procedure requires

HIGHER ORDER

Higher order controls remove or control the hazard at the source, or put a barrier between people and the hazard.

LOWER ORDER

Lower order controls rely on people to do a thing or wear a thing, every time, tired, distracted or rushed.

Behaviours are not on the hierarchy, but behaviours and culture decide whether every control on it actually works.

Never dry sweep or blow lead dust with compressed air.

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Lead Awareness

Participant handout · keep this

Lead gets in through dust, fume and your hands. Keep it down, keep it off and keep it at work. Keep this page.

The order of controls

1. Leave or cover lead paint where you can
2. Lead-free materials; wet methods, no dry sanding
3. Enclose the work; keep others out
4. Extraction at the tool; HEPA vacuums
5. Hygiene, cleaning, health monitoring
6. The respirator your procedure requires

The signs

- ■ Tiredness, headaches, stomach pain
- ■ Often no signs at first

Never

- ■ Dry sweep or use compressed air
- ■ Eat, drink or smoke before washing

Before you start

- ☐ Could this job disturb lead paint, dust or fume?
- ☐ Is there a lead-free or wet method I can use?
- ☐ Is the extraction or vacuum working?
- ☐ Do I know where to wash and change before breaks?
- ☐ Are my work clothes staying at work?

Every break

- ■ Wash hands and face before eating
- ■ Change before you go home

Who and where

- ■ **[Our lead procedure]**
- ■ **[Washing and change facilities]**
- ■ **[Who to report to here]**

Lead gets in through dust, fume and your hands. Wash before you eat, and never take it home.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It is not lead paint removal, abrasive blasting or respirator fit training.

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