



Toolbox Safety Talks

Housekeeping

- 1)** What are the hazards/injuries involved with improper housekeeping?
 - a. Slips, trips, falls
 - b. Fires
 - c. Falling material
 - d. Blocked escape routes

- 2)** What hazards should be recognized?
 - a. Clutter
 - b. Fire hazards
 - c. Proper storage of materials
 - d. Debris in aisle ways

- 3)** What safe practices should be used for improved housekeeping?
 - a. There should be a place for everything, and everything should be in its place
 - b. Do not rely on others to clean up – they won't
 - c. Put tools away when not in use, as well as reducing a trip hazard it will keep the tools safe
 - d. If working with oils/lubricants then have some means of cleaning up any spillages at hand
 - e. Suspend power/light cables where practicable. Where not practicable avoid trailing them across walkways if possible
 - f. Remove all nails from dismantled/unused timber – where not possible then hammer flat
 - g. Stack both stores and waste neatly – ensure that walkways/escape routes are not obstructed
 - h. Clean up waste as it is created
 - i. Use racks when storing lengths of pipe or timber. Where pallets are used then do not stack too high
 - j. If working at height then loose objects must not be left on walkways, platforms, etc, where they could fall and injure persons below
 - k. Beware muddy sites - Keep footwear as clean; ensure loose mud is removed prior to climbing ladders, etc

- 4)** Where are our major housekeeping issues on site? Why?
- 5)** Who here has walked passed a spill or a trip hazard and did not clean it up? Why?
- 6)** How can we improve housekeeping on our site?
- 7)** Who is in charge of housekeeping here at our site?
- 8)** Has anyone had an incident or near miss due to poor housekeeping?
- 9)** Are there any other safety issues that you would like to discuss?



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Make Time for Safety, Everyday! – Yes, production is important, *but the focus must be on Safe Production!* Keep that in the back of your mind. Don't take risky chances and stay out of harm's way. Nobody goes to work thinking 'I'm going to get hurt or killed on the job, today!' But every day 15,000-17,000 workers suffer disabling injuries on the job and another 11-17 are killed. *What are you doing to make sure it doesn't happen on your shift?*

Keep stoking the fire; we can't let the 'Safety Train' run out of steam!

Date Presented: _____

Presented By: _____

Attendance Sheet
