



Toolbox Safety Talks

Housekeeping

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- 1)** What are the hazards involved with poor housekeeping?
 - a. Slips, trips, falls
 - b. Rodent & snake habitat
 - c. Fires

- 2)** What hazards should be recognized?
 - a. Improper storage and/or disposal of flammables materials and waste
 - b. Combustibles cluttered near electrical panels
 - c. Stock not secured on pallets, shelves, or floor
 - d. Spills not immediately cleaned up
 - e. Tools, parts, and materials in walkways

- 3)** What safe practices should be used?
 - a. Promptly clean up all spills, do not assume that the next person will do it for you
 - b. Make housekeeping part of your daily job duties, make it a routine in your workplace
 - c. Clean up after yourself
 - d. Provide proper and readily accessible containers for disposal or waste
 - e. Stack supplies, material, and stock securely
 - f. Return tools and equipment to their proper place when you are finished with them
 - g. Keep combustibles away from all ignition sources

- 4)** Where do we have housekeeping issues in our facility?
- 5)** Is anyone aware of any oil or other slippery substances that spilled or is leaking on the floor
- 6)** Do we all clean up after ourselves?
- 7)** Has anyone ever had an accident or near miss due to housekeeping?
- 8)** Do we dispose of flammable / hazardous materials properly?
- 9)** Where do we keep our broom, oil-dri, dust pan, etc.?



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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

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