



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 as is reasonably practicable; 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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Date Presented: _____

Presented By: _____

Attendance Sheet



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