



Toolbox Safety Talks

Housekeeping

- 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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Date Presented: _____

Presented By: _____

Attendance Sheet



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