



## Good Housekeeping

*Toolbox Talks are intended to facilitate health and safety discussions on the job site.*

- ✓ HOUSEKEEPING is important in order to protect people and materials.
- ✓ Combustible materials left lying around are a FIRE HAZARD.
- ✓ Other materials left in the way can cause people to trip over them.
- ✓ Carelessly or untidily stacked materials can topple over causing damage and injury.
- ✓ Filing cabinet drawers left open can cause injury if some walks into them and may cause the cabinet to fall over
- ✓ A tidy workplace is likely to be a safe site and vice-versa. The Health and Safety at Work etc. Act requires that we have a safe place of work!

### Key Points

Good Housekeeping means:

- ✓ Keeping rubbish and loose objects clear of the floor and walkway areas.
- ✓ Disposing of all such rubbish into waste bins, skips or designated areas.
- ✓ Stacking / storing all materials safely.
- ✓ Close all desk and filing cabinet drawers immediately after use
- ✓ Keeping all tools and equipment in their proper places except when actually in use.
- ✓ **ACCESS WAYS** may also be escape routes. A safe place of work at all times includes a safe means of access and egress to all places where work is done.
- ✓ Do not leave materials / tools / benches etc, in gangways / corridors where they might impede someone's escape or cause a tripping hazard. (It might be you or your best mate who needs to get out in a hurry).
- ✓ Do not trail extension leads or hoses across gangways. If unavoidable then close off that access route and ensure everyone is made aware that the route is **TEMPORARILY** closed.
- ✓ Dismantled wood must always have all the nails removed or made safe by hammering them flat.
- ✓ If all rubbish is regularly collected and put into the waste bins or skips, in the event of fire, the danger is confined and more easily dealt with.
- ✓ Damaged tools or equipment. Take immediate steps to have them repaired and put them somewhere safe. If not repairable or returnable they are classified as rubbish and the above applies.
- ✓ When work is finished, put overalls and other PPE away in lockers or other safe places. Do not leave belongings lying around.
- ✓ If you see anything lying around on floors, stairways, passages which could cause people to trip and fall, pick it up and put it in a safe place – **DO NOT WAIT FOR SOMEONE ELSE TO MOVE IT.**
- ✓ If you notice rubbish piling up which you cannot remove, bring this to the attention of your Supervisor or Line Manager.
- ✓ Good housekeeping is everybody's business in the workplace; it is an ongoing activity and a once a week clean-up is **NOT ENOUGH.**

## Toolbox Attendance

Questions? \_\_\_\_\_  
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Concerns? \_\_\_\_\_  
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Days since Last Incident: \_\_\_\_\_

Supervisor/Meeting Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Signatures of attendees:


Manager review comments:

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Manager signature: \_\_\_\_\_ Date of review: \_\_\_\_\_