TOOLBOX TALK

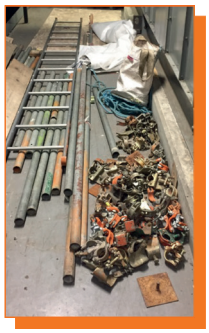
HOUSEKEEPING

Brief overview

Many Accidents are caused or aggravated by untidy conditions on site.

There is a duty for all of us to keep our workplace in good order,

Good housekeeping is essential in running a safe site.



Hazards

- Stumbling, tripping or slipping on material left on floors, platforms or walkways.
- Falling objects from material left at height on scaffolds
- Striking against materials such as rebar, girders, tie wires, bonding.
- Stepping on sharp objects such as nails, rebar ties.
- Fire risk due to flammable rubbish left lying around
- Contact with hazardous substances that have not been kept in closed containers or disposed of properly.
- Fire or Emergency Escape Routes blocked by materials or equipment.

What you should do?

- Never rely on others to clean up for you, it's your responsibility.
- Pick up cables and hang them away from pedestrian routes.
- Put rubbish into bins and skips provided.
- Put your tools and equipment and PPE away after use.
- When working at height do not leave any material on scaffold platforms.
- Remove surplus banding and place in bins as soon as possible.
- Ensure all surplus flammable material is removed from the workplace.
- When stacking materials make sure that the stack is stable and not too high.
- Do not block Fire Exits or Emergency Escape Routes with Tube and Boards.
- Always remember that a tidy site is safer and happy to work on.

Points for discussion

- Housekeeping is everyone's responsibility.
- Don't leave hazards for others to sort out.
- A tidy site is essential for eliminating accidents.

Further Considerations

- **Remember:** Untidy sites have the most accidents always maintain safe access and egress to the workplace in accordance with the law.

Further information

- Alltask Ltd Environmental policy.
- NASC Guidance Note SG31:20 Management of Slips & Trips

BRIEFING ATTENDANCE HOUSEKEEPING

Given by		*Signature*	
Site Location		*Date*	
Start Time		*Finish Time*	

I HAVE READ OR HAVE BEEN BRIEFED AND UNDERSTAND THE BRIEFING THAT HAS BEEN GIVEN TO ME

Name	*Position*	*Date*	*Signature*

Return to Training Dept.
Training Department Action

Recorded ☐ Training Matrix ☐ Documents Filed Date: .....