



TOOLBOX TALK



TOPIC DISCUSSED:

HOUSEKEEPING

Housekeeping is not just cleanliness. It includes keeping work areas neat and orderly; maintaining access routes / passages and floors free of slip and trip hazards; and removing of waste materials (paper, cardboard) and other fire hazards from work areas.



QUESTIONS:

1. Why is housekeeping so important on a site?
2. What should be done with materials no longer required on site?
3. What are the steps to implement corrective actions when problem areas are identified?

THE FOLLOWING RECOMMENDATION SHOULD BE CONSIDERED WHEN INTRODUCING PROPER HOUSEKEEPING PRACTICES:

Construction sites can get messy quickly if proper housekeeping is not routinely enforced. Regular inspections conducted in the workplace can help improve order, cleanliness, and safety.

Here are six practices for better housekeeping:

1. **Clear obstructions:** Keep access routes and walkway areas clear by removing hazards, such as slips, trips and falls. Make sure that access and egress routes are kept free from obstructions. Ensure walking and working surfaces are large enough to perform work safely.
2. **Keep tidy:** Employees should make a habit of cleaning as they go and picking up after themselves. Ensure that enough waste bins are provided to the working areas.
3. **Prevent falling objects:** Employees should keep items away from edges. Where overhead work is being performed, areas should be barricaded off or catch nets / platform is installed to prevent anyone from being struck by falling objects.
4. **Put things away:** Neatly store tools and other materials properly, including personal protective equipment. Allow employees time at the end of their shift to clean up the work area.
5. **Pay attention:** Walk the layout and routes of a construction site, paying attention to trouble areas, including floor openings. Implement corrective actions immediately as problem areas are identified.



PAY ATTENTION



6. **Removal of waste and unused materials regularly:** Proper planning is required by site management to ensure that all debris, waste, and rubble is removed from the site at regular intervals. Materials no longer required for use on site to be removed to prevent it from accumulating.

ALWAYS REMEMBER: GOOD HOUSEKEEPING IS THE KEY TO A SAFE WORKPLACE!

