

Toolbox Talk: Housekeeping

Maintaining good standards of housekeeping is an essential part of our day to day working activities. If we keep a good, clean and tidy working environment, we are halfway to providing a safe working environment.

Good housekeeping is the responsibility of all employees at all levels. It is a continual on-going process that everyone has a part to play in, in maintaining.

By maintaining good standards of housekeeping, we aim to be able to: -

- First Impressions of a workplace are important especially when visitors (e.g. clients, HSE, other contractors, etc.) are attending site, it gives an Image of both the company and of yourselves
- Reduce the Number of accidents on site caused by slips, trips, and falls.
- Avoid Delays; caused by accidents on site and improves production.

Play your part:

- ✓ Remove scrap/waste materials from the working area and place in the correct skip or receptacles.
- ✓ Return tools / equipment to designated area / stores once finished, to prevent trip hazards, maintain the tools' good condition, and assist in quick location when needed.
- ✓ Dispose of food packaging in the correct receptacle.
- ✓ Keep welfare facilities on site, that are provided for your convenience, as you would expect to find them.
- ✓ Fix or ramp all permanent and temporary trip hazards, such as cables.
- ✓ Report hazards to supervisor / manager that you are unable to deal with.
- ✗ DON'T allow leads from tools to trail.
- ✗ DON'T let food scraps; sandwich papers and litter accumulate in cabins, dispose of when finished with.
- ✗ DON'T ignore spills of chemicals and oils, clean up and report to Site Supervisor / Manager immediately



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Verification (*ask the below questions to ensure that attendees have understood the information given*):

- Why is maintaining good standards of housekeeping important?
- Give three ways you can help to maintain good standards of housekeeping?
- Give one example of what should not be done that can have an impact on housekeeping standards?

If you are unsure about safety arrangements, feel that equipment / systems are not working sufficiently / damaged, or have any concerns / issues about anything, raise it to your line manager / supervisor.