

## Toolbox Safety Topic

### Housekeeping

You can tell how safe a work area is just by looking at the housekeeping. A work area that looks fairly neat and clean, with unused equipment, tools, and materials stored in its proper place is usually a safe work area. As we all know that a safe work area is an efficient and productive work area. It begins with good housekeeping habits, which we all could improve on.

You may spend 30 minutes a day (or more) looking for the tools, equipment, and materials you need to complete your task. That's inefficient and unproductive! Are you guilty of any of the following? If so, there's room for improvement!

- Equipment not returned to designated storage areas?
- Hand tools left where they were used last?
- Similar materials stored in different locations?
- Trash, debris, and unnecessary clutter in the work area?
- Cords in walkways?

Housekeeping is important! Slips, trips, falls, cuts, and punctures are just a few of the injuries that can be related to poor housekeeping. So, where do you start? There are two main points to remember in good housekeeping: remove trash and debris from the work area throughout the day and keep materials, tools, and equipment in their designated storage areas when not in use!

Sounds simple, right? It's not. A thorough clean up once a week doesn't do the job. It's up to each employee to keep their area in a safe condition. Be your own housekeeper!

- Don't leave tools, materials, etc. lying around where it could cause a person to trip or fall.
- If there are walkways, aisles, stairs, and ladders which you must use to get from one place to another, you should help keep these lines of travel safe and clear of loose objects, such as rolling stock, tools, hardware, electrical cords, etc. Often employees will be carrying loads on these routes.
- A wet, icy, or greasy walkway can cause a bad accident. If you see a treacherous spot, make it your business to do some sweeping, mopping, or scraping, or to call the appropriate personnel to take care of the hazard. Block off the hazardous area until the situation can be corrected.
- Store materials properly. Brick, tile, pipe, steel rods, glass, sheet metal, etc. scattered about the work area or insecurely piled can cause serious accidents. Make sure they're stored in their designated area, and that guidelines for specific materials are followed, where applicable (ex. rolling stock should be chocked in some manner). Don't pile materials too high. Remember that you may have to access it yourself. What is the easiest and safest method for removal?

**What material storage areas do we have in our area that could be improved?** *(Make sure you assign someone to correct or improve the situation.)*

Some other points to think about are:

1. The strength of the support if you're piling material on a non-solid floor, platform, or scaffold.
2. The stability of the ground if you're piling a heavy load. Could it shift?
3. The height of the pile to avoid toppling.
4. The need for building racks to secure pipe or rods.
5. The wisdom to wait for the proper equipment to handle large, heavy, or awkward materials.
6. Inspect tools regularly for wear and tear. This is an invitation for an accident if you do not replace or repair broken or worn equipment.
7. Make sure you have adequate lighting to perform the job. Report burnt out bulbs and other problems to the appropriate people for correction.

**Any questions?**

# Toolbox Safety Topic

Housekeeping

Date: \_\_\_\_\_

Meeting Conducted By: \_\_\_\_\_ Title: \_\_\_\_\_

## Attendees

#	NAME	#	NAME
1		24	
2		25	
3		26	
4		27	
5		28	
6		29	
7		30	
8		31	
9		32	
10		33	
11		34	
12		35	
13		36	
14		37	
15		38	
16		39	
17		40	
18		41	
19		42	
20		43	
21		44	
22		45	
23		46	