

Toolbox Talk – Housekeeping

Introduction

The purpose of this TBT is to highlight the hazard of poor housekeeping and the things we can do to ensure that ourselves and others do not suffer as a result. For our purposes, good housekeeping means maintaining a safe workplace regarding its condition and placement of work items.

Background

Slips and trips on site are still the biggest cause of accidents and serious injury. Poor housekeeping on sites is often commonplace, and often accepted as 'just the way it is' and not seen as important. Depending on the circumstances the consequences of a slip or trip can range from a bit of embarrassment to suffering a serious fracture or even a fatal injury.

Keeping the site organised and clear of hazards can help prevent painful injuries, and people losing work and money, while missing out on the things that you enjoy in life. There's nothing new about how to deal with this problem, it is mostly about just changing our behaviour.

What you need to know

1. Everybody is responsible for their own safety and the safety of others.
2. A slip or trip can result in injury even if a fall doesn't occur (e.g. sprains).
3. Slips and trips can also result in damage to materials and other items or equipment that you may be carrying.
4. Slips and trips when working at height are obviously potentially serious and could result in a fall.
5. The types and condition of floor surfaces and footwear can also of course be causes of slips and trips.

What you need to do

1. Practice the habit of keeping your work area clear of items not in use, so it becomes the way you do things naturally.
2. Encourage others to do the same.
3. If you come across trip and slip hazards (spills, clutter, etc.) don't walk past it or step over it – deal with it to ensure the hazards are removed.
4. Clear up spills immediately, keep others away and use signage if available.
5. Avoid rushing – this always increases the risk of slips and trips.
6. Get rid of waste materials regularly as per site instructions.
7. Keep walkways clear so people can evacuate swiftly in an emergency.
8. Use toolbelts where practicable.
9. We must all take responsibility for good housekeeping.

Toolbox Talk

Toolbox Talk Topic	Housekeeping				
Presenter	L. Parcell				
Date	23-10-2023	Start Time	1600	End Time	1615
Venue	INFANTEC				

Attendees

- [Name]

Attendance Record

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