

## **SAFETY TOOL BOX MEETING**

### **NO 4 – HOUSEKEEPING**

We should regard good housekeeping at work with the same importance as 'at home'. Do not always rely on others to clear things up, it's just as easy to put tools away tidily as it is to leave them laying around on benches, on the floor, on scaffolding, resting on pipes or other positions where they can create a tripping hazard, fall onto a person or be damaged in a fall.

**A PLACE FOR EVERYTHING AND EVERYTHING IN ITS PLACE.**

If dismantling anything, stack parts away neatly and tidily. Do not leave materials in gangways, they could cut off someone's escape route or cause a tripping hazard. If dismantling anything constructed of wood, make sure all nails are removed. If this is not possible hammer nails flat; making sure that no parts are left protruding that could cause injury to fellow employees. Damaged lengths or parts of wood should be guarded as these also present hazards.

All rubbish should be placed in skips to be removed. In this way, should a fire occur, it can be confined to a small area and dealt with quickly and efficiently, thus preventing the fire spreading, especially in high winds.

If tools get damaged, get them repaired or replaced. Do not leave them lying around to cause hazards.

If you notice rubbish piling up which you cannot remove, bring this to the attention of Al Khodari who will make arrangements to have it removed.

Should you be working at height and notice loose objects on boards or walkways, put them somewhere where they cannot be dislodged. They could fall and hurt someone.

**If it doesn't look right, it usually isn't!!!**

Have given the above talk to all men under my control.

Signed:

Company  
Rev 1

Date 24-01-07

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