



Construction site housekeeping

PRESENTER: _____ **DATE:** _____

SITE: _____

Welcome to today's toolbox talk! To promote a safe, injury-free work environment, we'll take a moment to ensure our teams understand potential hazards (and how to prevent them) before the start of the shift.

AGENDA

- Overview of relevant safety policies/procedures.
- Demonstration of proper equipment/tool use.
- Discuss team questions/concerns.
- Review recent incidents/near misses.

TOPIC

On construction sites, a clean work area reduces the risk of accidents and increases fire safety. If you don't have materials, waste and discarded tools laying around there are fewer things to trip over. In addition, if you stop scrap from piling up, there is less fuel for a fire. Also, in the event of an emergency good housekeeping practices will help ensure a clear and safe escape route.

There are many rules to follow that will help keep your job site clear of unnecessary hazards. Implementation of these rules should help reduce accidents related to poor housekeeping.

■ **Designate a place for waste.**

If you want your working area free of waste materials, you need somewhere to put them. Having additional disposal bins will also help with segregating the waste for reuse, recycle or disposal in a landfill.

■ **Store materials safely.**

Materials that are stacked in a poor way can block access routes on your job site. They may also expose employees to severe injuries if materials spill over.

■ **Maintain safe work areas.**

Check work areas regularly to ensure environments are safe and free of waste materials. Leaving materials, tools or scrap in gangways or corridors will impede employees escape in an emergency or cause a tripping hazard.

■ **Put tools away.**

If you're finished using tools or equipment be sure to put them back where they belong. Not only does this keep job sites clean and employees safe, but it also keeps tools and equipment in good working order. It also helps prevent instances of theft.

■ **Be a leader.**

Take ownership even when it's not your responsibility. When you see waste or materials laying around, step up and pick them up.

■ **If it is broken or damaged, fix it or remove it.**

Not only does this keep job sites clean, but it keeps employees safe from using materials that are damaged or equipment that isn't functioning properly.

