



TOOLBOX

**SAFETY
TRAINING**

Company _____ Location _____ Date _____

Vol 28 - No 21 HOUSEKEEPING

Housekeeping is a common task in any job. Debris scattered about the workplace or jobsite can be a hazard that can result in slips, trips and falls. A well kept area allows for easier inventory and neat, organized appearance of the workplace. A common mistake is to allow housekeeping to be done only at the end of the day. Keep it clean as you go.

Good housekeeping rules are simple. Make sure materials and trash are not in common traffic areas and that exits and stairways are always maintained clear. Make sure materials to be used are stored separately from each other if reactive to one another. Maintain neatly stacked pallets. Properly protect from weather elements as necessary. Tools and equipment should be cleaned and stored for next use. Don't forget to empty the dumpsters, trash cans or bins on a regular basis. Use approved containers for flammable liquids and be sure they are tagged / labeled properly.

Poor housekeeping is a hazard to materials, property and employee safety. Unorganized, dirty, messy, job sites present possible bodily injuries to employees and those working on the job or owners or even bystanders. Trash can be blown around by wind and end up in accompanying residential or business areas close to the job. Fire can be a hazard caused by debris on the job, garbage, flammable materials improperly stored, pallets, etc. The result could be a job site fire that destroys the entire job site or building company. Possible traffic accidents can result from scrap materials with nails or vehicles stopping for garbage in the street.

Remember that proper housekeeping is a reflection on you, your job site and your company.





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