

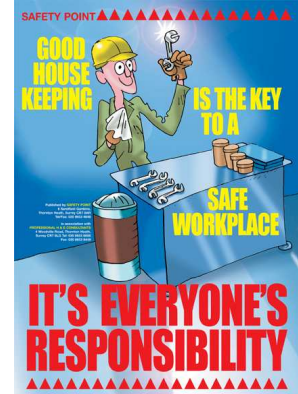
Toolbox Talk



28. Housekeeping

Why?

- Good housekeeping can reduce fires and accidents in the workplace
- Poor housekeeping is a major cause of:
 - Fires
 - Accidents (slips, trips, falls)
 - Other injuries



How?

- Eyes on task, mind on task
- Keep the working area clean and tidy
- Use correct PPE when dealing with waste
- Check litter bins are emptied regularly
- Take ownership ('Golden Rules')

Do

- ✓ Keep work areas and passages clean and tidy
- ✓ Report any bad housekeeping practices i.e. plant rooms used as storage, or electrical cupboards blocked off by stock
- ✓ Use bins provided
- ✓ Coil up cables and hoses when not in use
- ✓ Clean up spills to prevent slips
- ✓ Store tools safely when not in use
- ✓ Keep fire exits clear at all times

Don't

- ✗ Leave paper or other materials lying on the floor, desks or worktops
- ✗ Ignore spillages
- ✗ Leave tools unattended
- ✗ Block emergency exits
- ✗ Block fire doors

