

## TOOLBOX TALK NO.4

### Good Housekeeping



**PREVENT CONTROL MANAGE** - Good housekeeping is important in order to protect people and materials.

Good housekeeping can prevent slips, trips and falls and also minimise the risk of fire. This tool box talk for good housekeeping on site is used to raise awareness on site, discuss the safety issues and to help keep our workforce safe.

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 block 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 around to cause hazards. Coil up extension cords, lines, welding leads, hoses, etc. when not in use.

When finishing work, put personal overalls and other gear in lockers provided, don't just leave things lying about hoping they'll be there when you return.

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

Do not allow waste materials and spills to accumulate in working areas. Maintain an ongoing program of waste disposal.

Clean up spills of grease, oil, or other liquids at once. If it's not possible, cover them with sand or some other absorbent material until they can be cleaned up.

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.

**Good housekeeping sets the tone  
for a safe construction worksite.**

#### Questions:

1. What can you do to prevent slips, trips, and falls?
2. Besides slips, trips, and falls, what other kinds of injuries can good housekeeping prevent?

