



SAFETY TALK - HOUSEKEEPING IS SAFE KEEPING!

Definition of Housekeeping: “A place for everything and everything in its place.”

1. Questions for Workers

- a. What kinds of incidents could be caused by poor housekeeping?
- b. What kinds of incidents have happened due to poor housekeeping...any personal stories?
- c. What concerns about housekeeping at our workplace?

2. Here are some results of poor housekeeping practices:

- a. Injuries, when employees trip, fall, strike or are struck by out-of-place objects;
- b. Injuries from using improper tools because the correct tool can't be found;
- c. Lowered production because of the time spent manoeuvring over and around someone else's mess, and time spent looking for proper tools and materials;
- d. Time spent investigating and reporting incidents that could have been avoided;
- e. Fires due to improper storage and disposal of flammable or combustible materials and wastes;
- f. Substandard quality of finished products because of production schedule delays, damaged or defective finishes, ill-equipped employees, etc.;
- g. Lack of future work due to a reputation for poor quality;
- h. "Wall-to-wall" WSH inspections due to the "first impression" of the compliance officer.

3. What could be done by each of you, to prevent slip, trip, and/or fall injuries? *(wait and encourage responses from your workers...you will get more out of your Safety Talk if you do!)*

- a. If and when you see a mess, take care of it. Don't wait for someone else to clean it up. Pick up anything you see lying around, especially if it could trip a person or fall on them.
- b. If and when you find someone's tools or equipment around, move them out of the way. Put them away, somewhere safe, but visible.
- c. Clear scrap and debris from walkways, passageways, stairs, and around floor openings immediately. Aisles must be kept clear at all times.
- d. Clean up spills of grease, oil, or other liquids at once. If a quick wipe up is not possible, cover them with absorbent material until they can be cleaned up.
- e. Make sure extension cords, lines, welding leads, hoses, etc. are coiled up when not in use. All cords running into or through walk areas must be taped down or inserted through rubber protectors to prevent them from becoming tripping hazards.
- f. Make sure there's adequate lighting. If a light is out, report it or immediately replace it if you can.





4. General housekeeping rules to remember are:

- a. Clean up after yourself. Pick up your trash and debris and dispose of it properly, or place it where it will not pose a hazard to others. Institute a routine cleaning schedule.
 - b. Keep your work area clean throughout the day. This will minimize the amount of time needed to clean a "larger mess" at the end of the day.
 - c. Dispose of combustibles and flammables properly. If improperly discarded, they will increase the potential for a fire.
 - d. Stack materials and supplies orderly and secure them so they won't topple.
 - e. Fires/Burns:
 - i. Keep flammable and combustible liquids in closed containers.
 - ii. Store flammables in approved cabinets.
 - f. Electrical:
 - i. Maintain sufficient access and working space around all electrical equipment allowing for ready and safe operations.
- Some people think it's a waste of time. But if you spend five minutes picking up junk and litter, you might prevent a slip, trip or fall.
 - You could prevent an injury that keeps someone off work for weeks or even months. Five minutes to save months off work—it's a good investment. And next time, it could be **you** who gets hurt.
 - Housekeeping is everyone's job—every trade, each and every worker, each and every supervisor.
 - It's a job you should do every day—not just once a week or when a project is over.
 - The first rule is to work neatly in the first place, and clean up your own mess.
 - Practicing good housekeeping does more than prevent injuries—it can save you time, and it can keep tools from being lost, damaged, or destroyed.

Date Presented: _____

By: _____



Remember to: Ask for the commitment of your employees, answer all questions, thank them for their time and document that this safety talk occurred.

RECORD OF SAFETY TALK

Date: _____ Time: _____

Given By: _____

Company: _____ Work Location _____

Results of inspection, demonstration or other activity or suggestions during talk:

Employees Attending:	
Print Name	Sign Name
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

Signed: _____

Position Held: _____