

TOOLBOX TALK

DISCUSS WITH CREWS

mm/dd/yyyy

HOUSEKEEPING

Topic Overview

Housekeeping is important to ensure safety and productivity in the workplace. By keeping your workplace clean, you will be able to work easier and avoid the frustrations of tripping over tools and equipment, or wasting time searching for something that was not put away in its proper place

Hazards to be aware of

- Trip hazards.
- Fire potential from chemicals or combustibles, such as oily rags.
- Environmental impact.
- Public opinion.



Safety Tips

Spend a few minutes at the end of each day cleaning up your work area.

On jobsites, remember to:

- Put tools, equipment, and material away so that pedestrians do not trip over them.
- Collect all your garbage so that it can be thrown away at the end of the day.

Vehicles and equipment must also be cared for. Equipment cabs should be cleaned out at the end of each day. Trailers should not be left full of materials. Everyone must clean up their own mess.

In the yard and the shop:

- Park vehicles and equipment in their designated stalls. Throw garbage in the dumpster.
- Put tools in their proper place.
- Throw oily rags and used spill kits in designated sealed containers.
- Unload material into its proper spot.

TOOLBOX TALK

LOCATION		DATE	
PRESENTED BY		TIME	

Review previous Workplace Inspections

Review previous Accident/Incident/Near Misses

Other Safety Issues or Suggestions made by Staff

Attendance Record

NAME	SIGNATURE	NAME	SIGNATURE

TOOLBOX MEETING REVIEWED	NAME (PRINT)	SIGNATURE	DATE
MANAGEMENT REP			
WORKER REP			