



## ***House Keeping - TOOLBOX TALK***

**Prepare:** Untidy conditions can cause slips, trips and other hazards

**Reason:** Keeping a clean and tidy site is good for our company and industry image as well as being of extreme importance for our Safety, Health and Environment Improve Perception of both the company and of the site and yourselves

**Why:** Good house keeping is the responsibility of all those involved in the project and at all levels. It is a continually process throughout the whole life of the project

**Outline:**

- All employees to follow induction instructions on housekeeping at all times.
- Deliveries should be stored as neatly as possible.
- Waste materials must be segregated into the appropriate waste streams and placed in the appropriate skips and containers such as fuel drums should not be left lying around.
- Keep the site tidy especially when they are in public view.
- Take special care when disposing of wrapping and packaging materials as they are usually lightweight and therefore have the potential of becoming a windblown nuisance.
- Avoid the spilling of liquids anywhere on site.
- Return tools to the agreed storage areas once finished with to prevent trip hazards and maintain them in good condition
- When using temporary lighting consider the location of any neighbours, angle lights away from neighbouring residential areas.
- Turn off temporary or permanent lighting when not required
- Do not leave anything lying around the site that may cause a potential hazard to the people on site or the environment

**Q:** What action should you take if you witness a spill on site?

**Q:** Why is it important to segregate waste?

**Do you have any questions for me?**

