

Housekeeping

PROJECT / SITE	DATE	TALK LED BY

THE HAZARD

Housekeeping is the hazard that creates other hazards. Nothing on a site trips, cuts or burns anybody on its own: it does it after somebody left it where it fell.

WHAT GOES WRONG

- Mud and slush tracked indoors onto a smooth slab and left there.
- Cable and hose runs across a walkway, sitting in standing water.
- Offcuts, banding and packaging stacked where the work happened, not where waste goes.
- Protruding nails and screws in scrap timber left face up.

CONTROLS: BEFORE YOU START

- Clean as you go. The end of the shift is too late and everybody is already tired.
- Route cables and hoses overhead or along walls, never across the path people take.
- Keep walkways, stairs, exits and panels clear at all times, not mostly clear.
- Bend over or pull out every nail in scrap the moment the scrap is made.
- Agree the two worst areas on this site and who clears them, before the talk ends.

ASK THE CREW

1. What are the two worst areas on this site right now?
2. Which walkway has a cable or hose across it today?
3. Where is the waste actually going, and is that where it is supposed to go?
4. Who is responsible for the stair and exit routes on this floor?

ATTENDANCE RECORD

Everyone present signs below. This sheet is the record of the talk.

PRINT NAME	SIGNATURE
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SUPERVISOR / COMPETENT PERSON	SIGNATURE