

Date: \_\_\_\_\_

Job Name: \_\_\_\_\_

*Good housekeeping makes the project look better, it makes you more productive, & it keeps you safe.*

When you think about safety on the jobsite, housekeeping may not be one of the first things that come to mind, but it should be. Poor housekeeping can hide or create hazards that can cause injuries. Good housekeeping reduces or eliminates the risks from many workplace hazards. Good housekeeping is an important part of working safely.

Being sloppy or lazy, or just not paying attention, could get someone injured or killed. If you leave objects, tools, or materials on the floor or stairs, you create a fall hazard. If your scaffold or aerial lift is a mess, workers below could get hit by falling objects. If you don't clean up grease, debris, or snow, you create a slip hazard. If you store materials in unstable stacks or piles, people can be injured if the stacks collapse. If you let trash and debris accumulate, you create a fire hazard. If you toss food scraps and lunch wrappers on the ground, you create a health hazard, and attract bugs, rats, and other rodents.

Here are some steps you can take so good housekeeping becomes a daily habit:

- Keep a small trash container in your work area to help you clean as you go.
- Place trash barrels strategically throughout the project area; they will serve as visual reminders, so everyone helps keep the site clean.
- Empty trash receptacles placed in break areas and restroom trailers frequently. Make sure they're emptied before they overflow.
- Clean up spills and leaks promptly, which means as soon as they happen.
- Keep aisles, walkways, and exits clear of objects. Keep doorways clear inside and outside even if they are not used frequently.
- Control dust with filters and vacuums. But don't use compressed air to remove dust, dirt, or chips from work surfaces and equipment.
- Avoid tracking in mud, snow, or any form of grime. Keep boot scrapers and walk-off mats at entrances and exits.
- Keep materials in neat, stable piles.
- Keep storage areas neat and orderly.
- Put away tools and equipment when they're not being used.
- Keep cords, hoses, wires, and other tripping hazards off the floor and away from stairways, ladders, and scaffolds.
- Dispose of packing materials, and other combustibles, properly.
- Keep break areas clean.

Supervisor Signature: \_\_\_\_\_

# WEEKLY SAFETY MEETING

Vol.24 | No.09 | Week of 02-27-24

MEETING ATTENDEES

Date:

Job Name:

Print:

Signature: