



TOOLBOX TALK

HOUSEKEEPING

Part of everyone's job is housekeeping. Proper housekeeping tendencies will drastically reduce workplace hazards and prevent injuries.

The OSHA Housekeeping Standard States:

- During the course of construction, alteration, or repairs, lumber with protruding nails (form and scrap lumber), and all other debris, shall be kept cleared from work areas, passageways, and stairs, in and around buildings or other structures.
- Combustible scrap and debris shall be removed at regular intervals during construction. Safe means shall be provided to facilitate such removal.
- Containers shall be provided for the collection and separation of waste, trash, oily and used rags, and other debris. Containers used for garbage and other oily, flammable, or hazardous wastes, such as caustics, acids, harmful dusts, etc. shall be equipped with covers. Garbage and other waste shall be disposed of at frequent and regular intervals.

DO

- Secure tools, materials and any other objects that can become a falling or dropping hazard.
- Verify toe boards are installed properly to prevent kicking materials off the scaffold or swing stage.
- Regularly inspect the jobsite for hazards in material storage, debris build-up, tripping hazards or other workplace dangers.
- Identify the employees who will pick up waste and debris and define clean-up intervals.
- Verify that signs, signals and barricades are intact and legible.

DON'T

- Do not store materials where they will obstruct exits or cause trip hazards.
- Do not allow debris, trash, ice and snow, slippery or other materials to build up on scaffold decks or swing stage platforms.
- Do not allow stacked material to slide, fall or collapse.
- Do not store excess material or equipment onsite if it is avoidable.
- Do not walk past a hazard. Correct it immediately or notify a qualified person to correct it.

WHAT NOT TO DO IN THE WORKPLACE



WHAT TO DO IN THE WORKPLACE



THINK TIDY

**PLEASE KEEP
WORK AREAS
CLEAN**

REVIEW QUESTIONS

1. If you notice a hazard, let the person in violation handle it. Do not get involved.
 - a) True
 - b) False: Correct the hazard immediately or notify a qualified person to correct it.**
2. Oily and used rags must be separated from regular trash debris?
 - a) True**
 - b) False
3. What should one do when finding plywood or any other lumber on the ground with nails protruding out of the wood?
 - a) Call your mother and let her know about it
 - b) Tell a person it is there and not anything else
 - c) Remove the nails and move the wood to a secured location away from a walking path.**
 - d) Ask the Safety Director to remove it from the site

Talk Given By:	Date:
Company Name:	Location:
Printed Name	Signature

Under the Occupational Safety and Health Act, employers are responsible for providing a safe and healthy workplace and workers have rights. OSHA can help answer questions or concerns from employers and workers. OSHA's On-site Consultation Program offers free and confidential advice to small and medium-sized businesses, with priority given to high-hazard worksites. For more information, contact your regional or area OSHA office, call 1-800-321-OSHA (6742), or visit www.osha.gov.

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