



# WEEKLY TOOLBOX TALKS

## HOUSEKEEPING

### General Requirements

Good housekeeping **MUST be maintained at all times**. Follow these general rules for good housekeeping at each job site:

- + All employees are responsible for keeping their work area clean, including the inside and outside of buildings and work vehicles.
- + During the course of construction, alteration or repairs, form and scrap lumber with protruding nails and all other debris, including wire, cable and conduit, **SHALL** be kept clear from all work areas, passageways, and stairs, in and around buildings and other structures. All protruding nails **SHALL** be bent over to prevent injury.
- + Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage. Vegetation control will be exercised when necessary.
- + Place all stored parts and materials well clear of landings, stairways, walkways, stepladders, electrical panels, and emergency equipment.
- + **Fire extinguishers and fire-fighting equipment should NEVER be blocked.** The same holds for safety markings, placards, heating equipment, vents, lighting, welders, and electrical equipment.
- + General storage of materials and equipment **SHALL NOT be allowed within three (3) feet** of electrical panels and switchboards.
- + The area immediately surrounding eye wash stations and safety showers **SHALL** be kept clean and accessible at all times.
- + Keep traffic lanes and work areas open for safe movement and emergency evacuation.
- + Combustible scrap and debris **SHALL** be removed at regular and frequent intervals during the course of construction.
- + Properly labeled containers **SHALL** be provided for the collection and separation of waste, trash, oily and used rags, and other refuse.
- + Promptly dispose of food, waste, beverage containers and wrappings in closed labeled containers or trash bags after eating.
- + Containers used for garbage and other oily, flammable, or hazardous wastes, such as caustics, acids, harmful dusts, etc., shall be equipped with covers.
- + Keep floors clean of spills, oil, grease, solvents and water.
- + Job trailers, shops and other permanent work areas **SHALL** be cleaned regularly and supplies neatly organized, away from aisles and walkways.
- + Properly secure materials in an orderly manner so as to prevent their falling or spreading and to eliminate slipping, tripping and stumbling hazards.
- + Tools, materials, and equipment subject to displacement shall be adequately secured.
- + Use care when working with extension cords and welding leads. They are a major trip and stumbling hazard. Keep them away from doorways, stairs and pathways. Suspend cords with nonconductive material where possible at least 7 feet overhead or run them next to walls. Cords/leads **MUST** be protected if you have to run them through a doorway.
- + **NEVER** leave tools or material such as nuts and bolts on top of ladders or other areas where they may fall.
- + When finished with your tools return them to the proper storage location.

### Protection of the Public

Housekeeping is a priority in areas where members of the public or building occupants are present. In these areas:

- + Use barricades, cones or signs to keep your work area separated from the public.
- + Where members of the public must pass through your work area, immediately remove debris as it is generated and keep tools on carts or in toolboxes when not actually in use.
- + Pay special attention to tripping hazards caused by coils of cable, conduit, pipe, and other similar materials that is placed on the ground. These materials must be cordoned off from the public.

Meeting Date: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

Trainer: \_\_\_\_\_  
Location: \_\_\_\_\_

### Attendees: (Please print clearly)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



# WEEKLY TOOLBOX TALKS

## HOUSEKEEPING QUIZ

1. All employees are responsible for keeping their work area clean, including, the inside and outside of buildings and our work vehicles. True or False? \_\_\_\_\_
  
2. Create a clear path and place all stored parts and materials well clear of:
  - A. Doorways, Walkways, Stairways and Landings, Ladders
  - B. Electrical equipment and lighting
  - C. Emergency equipment; phones, fire extinguishers, fire extinguishers or hydrants, safety showers/eyewash stations
  - D. Heating equipment and vents,
  - E. Traffic lanes
  - F. Welders
  - G. All of the above
 \_\_\_\_\_
  
3. General storage of materials and equipment **SHALL NOT** be allowed within \_\_\_\_\_ feet of electrical panels and switchboards.
  - A. 3
  - B. 6
  - C. 10
  - D. 8
 \_\_\_\_\_
  
4. At a minimum all work areas **MUST** be cleaned at the end of the day? True or False? \_\_\_\_\_
  
5. Properly labeled containers with lids shall be provided for trash. True or False? \_\_\_\_\_
  
6. **ALWAYS** leave tools or material such as nuts and bolts on top of ladders or other areas where they may fall. True or False? \_\_\_\_\_
  
7. When finished with your tools return them to the proper storage location. True or False? \_\_\_\_\_
  
8. Tools, materials, and equipment subject to displacement must be adequately secured. True or False? \_\_\_\_\_
  
9. When members of the public or building occupants are present:
  - A. Use barricades, cones or signs to keep your work area separated from the public
  - B. Remove debris as it is generated and keep tools on carts or in toolboxes when not actually in use.
  - C. Pay special attention to tripping hazards caused by coils of cable, conduit, pipe, and other similar materials that **MUST** be placed on the ground.
  - D. All of the above
 \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Trained by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Trained by Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Location:** \_\_\_\_\_