

Safety Meeting
Housekeeping



Company: _____ Presenter: _____ Date: _____

Good housekeeping is the first "law" of accident prevention and should be a primary concern of supervisors, foremen, and the entire workforce. Good housekeeping is the orderly arrangement of tools, storage facilities, supplies, materials, and waste. It will help you be more effective and improve accident rates, employee morale, and customer relations. Poor housekeeping often results in unsafe conditions. Many accidents which were attributed to other causes were actually caused by unsafe conditions which resulted from poor housekeeping.

A safe construction worker knows he can do his best work more quickly and easily if the site is well-maintained. Like any habit, getting in the habit of good housekeeping takes practice.

Each member of the crew has a responsibility to ensure good housekeeping in all phases of his or her work. The ultimate goal is to provide an added measure of protection and safety for everyone in the area. The expression, "A place for everything and everything in its place," is very appropriate to our discussion. For instance, place tools in the proper storage bins. Dispose of cardboard and other packing materials immediately. Clean up spills promptly. Keep aisles and passageways clear. Stack material securely and in an orderly fashion.

Another housekeeping problem is food waste. The waste from lunch and other foods can cause not only trips and falls, but pest problems also. Put garbage in trash cans after you have finished eating. Don't leave it around to clutter up the job or to attract animals, rodents, and insects. Your employer should provide enough waste disposal containers so that they are accessible and don't overflow. It's especially dangerous to leave glass bottles lying around. They're not only a tripping hazard, but broken pieces could cut someone.

Good housekeeping pays off. It's easier to work in a clean area than in a cluttered junk pile. No one expects a spotless site, but you can easily tell a site that is well-maintained from one that is not. The way things look during construction can speak volumes to the owner. Keep the site clean and orderly to tell the owner that you care and that you are doing a quality job. Good housekeeping is up to each one of us. As we have been stressing, a clean job means a safer job.

SAFETY REMINDER Good housekeeping never goes out of season. Clean up for safety.

Employee Signatures
