

# GOOD HOUSEKEEPING

*Makes a Difference - Toolbox Talk*



## WHY IT MATTERS

- Reduces trip hazards
- Improves access to emergency equipment
- Prevents contamination
- Enhances morale and professionalism

## KEY AREAS TO FOCUS ON

- Floors and walkways
  - Keep them clear of debris, cords and spills - report damages
- Storage Areas
  - Stack materials securely. Avoid overloading shelves or placing heavy items overhead
- Tools and Equipment
  - Return tools to their designated places after use
  - Keep equipment clean and well maintained
- Waste disposal
  - Use proper bins for trash, recycling, and hazardous waste
- Emergency Access
  - Never block fire extinguishers, alarms, eyewash stations, or exits

## WHY IT'S IMPORTANT



- Housekeeping isn't just about cleanliness - it's a foundational element of workplace safety.
- A cluttered or disorganized workspace increases the risk of injury

## BEST PRACTICES



- Dispose of trash and scrap materials regularly
- Store tools and equipment in designated areas
- keep emergency exits, fire extinguishers and electrical panels unobstructed
- Clean up spills and debris promptly

**SAFETY STARTS WITH A CLEAN SPACE. MAKE HOUSEKEEPING A HABIT, NOT A CHORE.**