S15 – Toolbox Talk
Housekeeping

The major hazards that must be considered when undertaking housekeeping activities are:

→ Slips, trips and falls
→ Safe access and egress
→ Fire risk.

→ Whenever possible, clear up spillages at the time that they occur
→ Tidy up after yourself when you have finished a job
→ Keep working areas and access ways clear of obstructions and spillages at all times. If you are unable to clear them yourself, report the problem to your supervisor
→ When clearing spillages at height, take whatever precautions are necessary to ensure that material will not fall on to persons working or passing below
→ Always dispose of waste materials as instructed by your supervisor
→ The use of shelves and shadow boards may help to keep a workshop/factory tidy
→ When cleaning dust, use a vacuum cleaner if provided, damp the dust down, or take such precautions as instructed by your supervisor.

Training register

Date

Name of attendee Signature