

Toolbox Talk 6 – Housekeeping

What is needed?

A copy of the site proud inspection form

Estimated duration

15 -30 minutes

The discussion

Keeping a clean and tidy site is good for our company and industry image as well as being of extreme importance for our health, safety and environment culture.

Following these guidelines will help you in achieving a clean and tidy site:

- Deliveries should be stockpiled as neatly as possible
 - Waste materials must be placed in the appropriate skips and containers such as fuel drums should not be left lying around
 - Keep material stores tidy especially when they are in public view
 - Take special care when disposing of wrapping and packaging materials as they are usually lightweight and therefore have the potential of becoming a windblown nuisance
 - Avoid the spilling of liquids anywhere on site as this could cause a public nuisance
 - Ensure drip trays are positioned correctly
 - Clean up any spills rapidly and report them to your supervisor
 - Do not leave anything lying around the site that may cause a potential hazard to the people on site or the environment.
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Discussion point

Spilt into groups and undertake a site proud inspection on another colleague's area.

Training register

Date

Name of attendee

Signature

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Site Proud Inspection Report

Site

Completed by Date

Scores: 4 = Excellent; 3 = Good; 2 = Below standard; 1 = Poor

	Score			
	4	3	2	1
	Place a tick against the appropriate score			
1. Is the site entrance well presented, including clearly visible and appropriate signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the weighbridge/office in good repair and free from weeds and litter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the yard surface clean and free from potholes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the plant painted to an acceptable standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are all vehicles parked in designated parking areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is all mobile plant clean and well presented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are all employees' and drivers' hard hats, high-visibility jackets and safety footwear in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are the stockpiles tidy and well managed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is surface water and plant water controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is all scrap on site stored in designated areas and kept tidy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are hedges, verges and bunds well maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is waste properly stored, segregated and managed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are workshops in a good and tidy condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Are plant hoses stored correctly so as to prevent a trip hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are chemicals, oils and fuel all correctly labelled and banded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the dust adequately controlled on roads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Are plant signs clearly visible and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Is there excessive spillage under conveyors/tail drums?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Are walkways clear of build up or obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Are the canteen, control room and sub-station clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Are the toilets and washroom facilities clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Is the notice board adequately and clearly displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Is wheel cleaning effective and are roads outside the entrance clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Are spares stored correctly and segregated to prevent slips, trips and falls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Is the office space tidy and are walkways kept clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Total ticks (add up the ticks in each column) — — — —			
	Multiply the total ticks above by this number x4 x3 x2 x1			
	Column scores — — — —			
	Total (add the column scores together) _____			
	100			
	Total score this inspection			%
	Target score at last inspection			%
	Target score expected at next inspection			%

NOTE: ALL actions for the site are to be transferred onto the site management action plan

Signed (Inspector) (Manager)

