

## S15 – Toolbox Talk Housekeeping

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

- Slips, trips and falls
  - Safe access and egress
  - Fire risk.
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- 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.
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### Training register

Date .....

Name of attendee

Signature

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