

HOUSEKEEPING AND SITE TIDINESS

- Spillages
- Debris
- Loose material
- Equipment left lying in walkways
- Litter

These have all recently resulted in injuries to people at work.

These are all easily avoided by ensuring that we maintain good standards of site tidiness and hygiene.

Spillages of dust, slurry, oil, and grease, especially when wet and where these occur on concrete or smooth surfaces, can result in very slippery underfoot conditions. Several injury incidents have recently occurred as a result of such spillages.

You can make a difference.

- Don't accept spillages as "part of the job": identify areas where spillages are occurring - where people regularly work or pass - such as walking routes, catwalks, platforms.
- If possible deal with the spillage, clean up the affected area and prevent further recurrence.
- If you cannot deal with the spillage, then report the affected area to your Supervisor or Manager.
- In particularly hazardous circumstances it may be necessary to form a barrier around the affected area.

Debris and loose material can build up near or beneath conveyors, obstructing catwalks, forming large and heavy masses on conveyor structures, near hoppers and in other areas where aggregate is handled.

Debris can include accumulations of sand, stone, powders and rock - these can all obstruct safe access, and where these occur at height can become dislodged and strike people beneath.

Where debris has accumulated you should deal with its removal if you can, otherwise it should be reported to your Supervisor or Manager.

Equipment left lying in walkways, on catwalks, on vertical ladders and in other places where people may walk or work can result in a significant tripping hazard. This is often a result of failure to return plant or equipment to its correct place of storage.





You can make a difference. Always

- return tools and equipment to their correct storage area after use
- tidy hoses and cables – never leave hoses wrapped around ladder rungs
- if walkways and access routes are obstructed by equipment, erect a temporary barrier to avoid tripping hazards.

Always ensure litter is disposed of correctly into suitable containers or receptacles - a suitably sealed bin or container.

Poor hygiene, with waste food and packaging left lying in the workplace, encourages vermin and the risk of infection.

A TIDY SITE IS A SAFE SITE



QUESTIONS – (there may be more than one correct answer)

		A	B	C
1	Whose concern is good housekeeping?	The cleaners'	Management's	Everyone's
2	What should you do if you see a spillage?	Nothing – it's part of the job	Wait for someone else to deal with it	If possible, deal with it
3	What is the problem with leaving a spillage?	Looks unsightly	Can result in a very slippery floor, and/or a trip hazard	Can be harder to clean up later
4	Why should accumulation of debris be dealt with?	Can obstruct safe access	Looks untidy	Can result in debris falling from height
5	Why should food and its packaging be disposed of correctly?	Increases our recycling target	Reduces risk of infection	Reduces risk of attracting vermin

Names of those who attended this Toolbox Talk

Name (Print)	Signature
Carried out by Name (Print):	Carried out by (Signature):
Unit:	Date: