

# Everyday Safety

## Tailgate Talks

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### Job Site Housekeeping

You have a pretty good idea how safe the inside of a garage or a job site is just by looking at it before you start to work. Even a “Sidewalk Superintendent” knows this. A job that looks clean, with everything in its place, is a safe job. That’s all we mean when we talk about job housekeeping.

#### GOOD HOUSEKEEPING CALLS FOR JUST TWO THINGS:

1. Keep trash and loose objects picked up and dispose of them regularly.
2. Stay organized. Store all materials, tools and equipment in their place.

These are the fundamentals of good housekeeping and they’re just that simple. If we don’t follow these two rules, we’re letting ourselves in for trouble. Putting the rules to work is not so simple. A grand cleanup once a week won’t do the trick. Housekeeping is a job that can’t be put off. We have to do it regularly. It’s up to each individual to be their own job site or work area housekeeper. When you see something lying around where it could trip an individual or fall on them, put it in a safe place. Don’t wait for someone else to do it. If it’s something that he or she will be looking for, you can put it safely where they can see it.

You’ve seen jobs, work, and storage areas where it wasn’t safe to put your foot down without first looking twice to be sure you weren’t going to twist an ankle or run a nail through your shoe. Some work and storage areas may have walkways, aisles, stairs, and ladders by which you get from one place to another. It’s particularly important that these lines of travel be kept safe and clear of loose objects. Workers often carry loads on these routes. They can’t always pick their steps or look around to be sure that nothing is going to trip them or fall on them. A wet or greasy walkway may cause a bad accident. If you see a treacherous spot, make it your business to do some sweeping, mopping or scraping.



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Hanover Testing Labs



Brick, tile, pipe, conduit, steel rods and similar materials scattered about a storage area or insecurely piled can cause accidents. All material should be organized in its designated place. Each kind of material has its own characteristic. But some rules for piling apply to all kinds:

First, you have to consider how the material is going to be taken out of the pile. If it's going to be a fast-moving operation with a lot being loaded or unloaded in a short time, be sure to leave space for the worker and the equipment that will have to do the work. Be courteous. Never store material in such a way that it will endanger a worker who has to work on it or will make a backbreaking job for the workers.

### **OTHER POINTS TO THINK ABOUT ARE:**

1. How strong the support is where you place materials.
2. The stability of the ground if you're piling a heavy load.
3. The height of the pile so it won't topple.
4. The need for building racks if it is pipe you have to stack.
5. The wisdom of waiting for the proper equipment to "mechanically" handle heavy or awkward materials.
6. Good lighting in work and storage areas is critical and enhances good housekeeping. Poor lighting, on the other hand, increases the probability of accidents. When you find a light out or other lighting problem, report it and get it fixed immediately.
7. It's not hard to keep a job clean if all useless materials, boxes, scrap lumber and other trash are picked up and removed regularly. Remember, if they're allowed to accumulate for even a few days, your job site becomes a messy, unsanitary and unsafe place to work.

## HOUSEKEEPING/ORDERLINESS CHECKLIST

Housekeeping/orderliness checklist	Issues for review	OK	Needs action	Problem	Suggested action
	<b>Tools and equipment</b> Tools do not pose tripping hazards				
	Tools with sharp edges or points are stored, covered or otherwise protected				
	Cords, hoses and lines do not pose tripping or falling hazards				
	Tools and equipment are stored in designated locations, cabinets, etc.				
	Equipment is not left or stored near sources of heat that could damage or ignite combustible materials				
	<b>Walkways and floors</b> Aisles are clearly marked				
	Equipment is not left in aisles				
	Cords, hoses or lines are not tripping hazards				
	File cabinets and desk drawers do not protrude into walkways				
	<b>Storage, loose material and spills</b> Floors are free from debris				
	Loose materials, trash and scrap are placed in containers				
	Disposal containers are not full or overflowing				
	Spills are promptly cleaned up				
	Flammable liquids are stored in safe containers and in safety cabinets				
Oily rags are stored in metal containers and disposed of promptly					
Other issues					
Name:	Date:	Location:			

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Job Site Housekeeping:**

**Name:**

**Signature:**

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