

Weekly Safety Meeting

Safety by Design hopes you and your team benefit from this Tool Box Talk. Please note that this Tool Box Talk is intended as an overview of key points regarding this subject and is not intended to be complete training in accordance with any regulatory standards. If you have any questions or would like to obtain the appropriate training, please call Safety by Design at (832) 425-0556, or email us at info@safetybydesigninc.com. Thank you, and remember to always stay safe.

Company Name	Project Name	Supervisor	Date

Housekeeping

A Clean Job Is A Safe Job!!!

Housekeeping, as defined by OSHA, comes up short far too many times on most jobsites. Poor housekeeping creates fall/tripping hazards on jobsites, leading to massive numbers of minor injuries, minor hurts and pains, and massive loss-time across the nation. Cleaning up during a task is part of doing the job right.

In **OSHA 1926 Construction Standards (1926.25 Housekeeping)**, it states as follows: “During the course of construction, alterations, or repairs, form and scrap lumber with protruding nails, and all other debris, shall be kept cleared from work areas, passageways, and stairs, in and around buildings or other structures.” So using this OSHA definition of Housekeeping, let’s divide a typical construction jobsite into five major areas:

- Jobsite/General
- Storage Trailer
- Office Trailer
- Equipment
- Storage Yard

The following lists include things that lead to poor housekeeping.

Jobsite/General

- Debris
- Trash containers overflowing
- Extension cords in aisleways/stairwells
- Trash
- Dumpsters overflowing
- Lack of fire extinguishers

OSHA fines can total up to \$7,000 per day per violation.

Storage Trailer

- Debris on the floor
- Chemical spillage
- Improper combustible storage
- Containers not capped

Office Trailer

- Combustible products stored in trailers
- Clutter on the floor
- Trash cans overflowing

Equipment (Cab)

- Trash on the floor (food and drink)
- Grease on floors of the cabs or on the hand rails

Storage Yard

- Aisleways are cluttered

Basic Fire Safety

This Toolbox Meeting is intended as an overview of key points regarding this subject and is not intended to be complete training in accordance with any regulatory standards.

Weekly Safety Meeting

- Fall/tripping hazards
- Scrap lumber with nails exposed
- Unstable piles (bricks, bags etc)

Housekeeping is partitioned among general contractors and sub-contractors, each of which contributes materially to housekeeping hazards noted throughout this Safety Talk. Daily clean up is mandatory.

ADDITIONAL TOPICS COVERED: (I.E. Hazcom, Emergency Plan)

1.
2.
3.

MEETING ATTENDEES:

PRINT NAME	SIGN NAME	EMPLOYEE NUMBER
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		

Basic Fire Safety

This Toolbox Meeting is intended as an overview of key points regarding this subject and is not intended to be complete training in accordance with any regulatory standards.

Weekly Safety Meeting

12.		
-----	--	--