

Housekeeping for Health & Safety

YOURSAFETY@IRP - TOOLBOX DISCUSSION

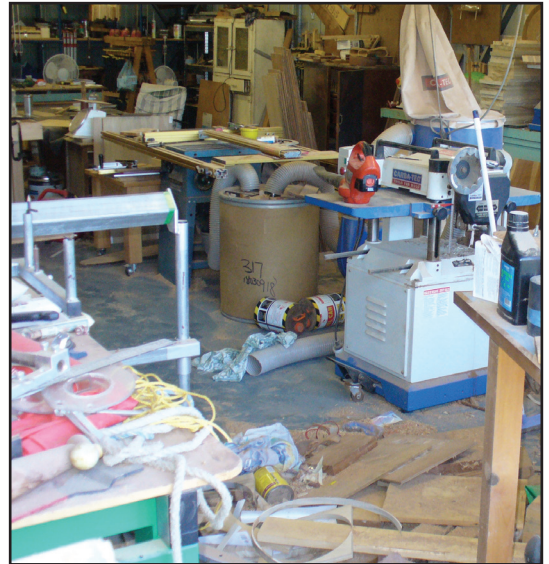
Good “House Keeping” is as essential to the safe day to day operations of a workshop.

Good “House Keeping” is the responsibility of everybody on site, no matter what function they undertake in the business. It is a continuous process that must be reviewed throughout the whole working day.

By doing so we hope to be able to reduce the number of hazards on site and the associated accidents and injuries that may be caused by these, i.e. slips and trips and falls remember:

REMEMBER:

A tidy site takes minutes to maintain & keep orderly, but an untidy site takes hours to become orderly



HOUSEKEEPING DO'S

- ✓ **DO** remove scrap/waste materials from the work area and place them in the correct skip or receptacle
- ✓ **DO** return tools, supplies and material to their correct location, once finished with to prevent trip hazards and maintain them in good condition
- ✓ **DO** dispose of used food packaging in the correct receptacle
- ✓ **DO** maintain facilities on site that are provided for your convenience, as you would expect to find them
- ✓ **DO** fix or rectify all permanent and temporary hazards identified on site

HOUSEKEEPING DO NOT'S

- × **DO NOT** allow leads from tools to trail or lay across walkways
- × **DO NOT** let food scraps; sandwich papers and litter accumulate, dispose of when finished with
- × **DO NOT** ignore spills - clean up and report to a supervisor.

Talk to your site supervisor and your IRP consultant if you have any questions about housekeeping or your sites safety procedures – Tel. 9477 7999