

**SILVERWOOD LANDSCAPE  
EMPLOYEE SAFETY TRAINING**

**EMPLOYEES IN ATTENDANCE**

SAFETY INSTRUCTOR Alex Martinez Date: 3/30/21

TRANSLATOR " " Time: 8:00am

JOB SITE Bloomington Apartments

TOPIC Housekeeping Safety; Slips, Trips, and Falls

Print Name:

Signature:

Jose perez  
Cirilo AGUIAR  
Juan Hernandez  
Benaro Rendon

Jose perez  
[Signature]  
[Signature]  
JRI

Instructor Name (Please Print): Alex Martinez  
Instructor Signature: [Signature]

## SILVERWOOD LANDSCAPE SAFETY MEETING MINUTES

**CONDUCTED BY:**

**DATE:**

**TIME:**

**LOCATION:**

**TRAINING TOPIC(S):** Housekeeping Safety Training

---

However, good housekeeping needs to be something that is integrated in our work. Poor housekeeping has resulted in many injuries.

Discuss examples of poor housekeeping that led to, or can lead to injury.

Poor housekeeping can also present a fire hazard. When combustible dust is not cleaned up, flammables and combustibles or hazardous waste is not disposed of properly, then fires can occur and cause devastation.

### Plan for good housekeeping

On a construction project, you might consider creating a site map and using it to plan out site access, paths of travel, location of the job trailer, and material storage locations. As you are planning this ask yourself:

- Is safe access to the job site provided for all workers? Will there be clear paths of travel for vehicles and equipment?
- Where will materials be stored? Will they have to continually be moved, or be in the way of buildings, trenches, or other work that will need to be done?
- Can I plan the delivery of materials so that the amount of time they are on site is reduced?
- Are there sufficient trash cans and dumpsters for the work that will take place?
- Do I have sanitation facilities and a schedule to keep them clean?

### Principles of good housekeeping

Most contractors have a routine of cleaning up their work areas at the end of the day, and this is something good to do. However, leaving trash, material and other debris on the ground throughout the day is what leads to injuries. And this is when the primary exposure is – during the day while you are working! Therefore, in addition to cleaning up at the end of the day, perhaps a guiding principle could be **“Clean as you go”**.

Following this housekeeping principle will not only reduce the chance of injury or fire, but it can also lead to greater efficiency and productivity.

Keep clear access around fire extinguishers, eye wash units, electrical panels and exit doors.

Give particular attention to aisle ways and stairways, and other walking and working surfaces. On a construction project, these can quickly become cluttered with cords, hoses, material storage, trash, debris, and other items. However, these areas should be kept clear to allow for safe travel.

What can you do to keep these areas clear? Consider taking steps like: running cords overhead or otherwise out of the way. Any temporary lighting should be elevated, and not on the ground. If something can cause a slip, trip and fall or prevent safe exit in the event of an emergency, it shouldn't be there.

Please note: If there are work conditions that pose a hazard to others, use signs, or some sort of barricading that clearly communicates to others not to come into the area.

### **Handling and storage of material and waste.**

The following can help create a safe work environment:

- Have designated locations for the storage of tools and materials. This should be safely out of the way of primary work areas.
- Keep material storage areas clean and free of unnecessary materials and debris. If you have flammables and combustibles, they must be stored in approved containers.
- Keep materials safely away from openings and elevated locations, including roof edges. Even leaving tools on top of a ladder can result in an unpleasant surprise for someone who uses the ladder.
- Remember that conditions can change. Materials that once seemed secure could become unsecure with a change in the weather, such as high winds.
- And if you have hazardous waste, it must be disposed of in accordance with local, state and federal regulations. Temporary waste containers for flammables such as paint and oil saturated rags, must be placed in properly labeled and approved containers.

### **Specific rules related to housekeeping**

- If there is scrap lumber, forms, or similar items, keep it clear from work areas, passageways, stairs and from around a building. Nails should be removed from wood or safely turned down.
- Ensure floor openings are properly protected to prevent you from falling, and to prevent material from falling and hitting someone below.

- When cleaning up dust, avoid using compressed air, or dry sweeping, as this can create a greater hazard.
- If there are impalement hazards, including reinforced steel, ensure they are properly protected with approved impalement covers.

## SAFETY MEETING MINUTES

DATE:

TIME:

CONDUCTED BY:

SAFETY COMPLIANCE COMPANY

CONDUCTED FOR:

Silverwood

SUBJECT DISCUSSED:

AVOIDING SLIPS, TRIPS AND FALLS

### AVOIDING SLIPS, TRIPS AND FALLS AT THE WORKPLACE:

It may come as a surprise that falls are the most common type of office (non-industrial) injury. Yet using common safety sense and learning how to recognize and correct the typical fall hazards in the office environment (non-industrial) can prevent almost all falls.

#### *Understanding Balance:*

A fall occurs when you lose your balance and your footing. In short, your center of gravity is displaced and there's nowhere to go but down. You may be thrown off balance by a slip (on a wet floor, for example) or trip (over an obstacle in your path), but once you lose your footing and support, a fall is inevitable.

#### *Common Fall Hazards:*

One of the most common causes of office falls is tripping over an open desk or file drawer. Bending while seated in an unstable chair and tripping over electrical cords or wires are other common hazards. Office falls are frequently caused by using makeshift "ladders" (such as a chair, or stack of boxes) and by slipping on wet floors (by the water cooler or coffee machine, for example). Loose carpeting, objects stored in halls or walkways, and inadequate lighting are other hazards that invite accidental falls. Fortunately, all of these hazards are preventable. The following checklist can help you stop a fall before it happens.

#### *FALL PREVENTION CHECKLIST:*

- Look before you walk—make sure your pathway is clear.
- Close drawers after every use.
- Avoiding bending, twisting, and leaning backwards while seated.
- Secure electrical cords and wire away from walkways.
- Always use an appropriate stepladder for overhead reaching.
- Clean up spills immediately.
- If you see anything on the floor—a pen, a paper clip, etc.—pick it up.
- Report loose carpeting or damaged flooring to the appropriate department.
- Make sure walkways are well lighted.
- Walk; don't run.

*Review of Injuries:*

**Reviewed prior injuries and close calls for last quarter. Discussed what new procedures and policies can be implemented to prevent recurrence.**

---

**SAFETY INSTRUCTOR  
SAFETY COMPLIANCE COMPANY**

---

**DATE**