

GJ Gentry
SAFETY MEETING MINUTES

CONDUCTED BY:

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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.