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OHSE	HSF DOCS-OSH-PR-01	22-09-2023	00

1.0. Introduction

Good site housekeeping is mandatory for maintaining a safe and hazard free work environment. Proper and good housekeeping minimizes the risk of accidents, promotes productivity, and ensures that all team members can work in a clean and organized space. In this toolbox talk, we'll discuss the importance of site housekeeping and practical tips to maintain a tidy and safe work site.

2.0. Importance of Site Housekeeping:

2.1. Safety:

2.1.1. A clean and organized site reduces trip hazards, minimizes the risk of slips and falls, and helps prevent accidents.

2.2. Efficiency:

- 2.2.1. Good housekeeping streamlines work processes.
- 2.2.2. When tools, materials, and equipment are well-organized, workers can access them more easily, saving time and increasing productivity.

2.3. Reputation:

2.3.1. A tidy site reflects positively on your company's professionalism and commitment to safety, which can attract clients and investors.

2.4. Compliance:

2.4.1. Regulatory agencies often require proper site housekeeping as a part of safety standards and inspections.

3.0. Practical Tips for Site Housekeeping:

- 3.1. Daily Cleanup Routine:
 - 3.1.1. Start each day with a quick cleanup. Remove debris, trash, and unused materials from the work area.
 - 3.1.2. Ensure that walkways and emergency exits are clear and unobstructed.
 - 3.1.3. Properly store tools, equipment, and materials when not in use.
- 3.2. Waste Management:
 - 3.2.1. Set up designated waste disposal areas with clearly marked bins for various types of waste (e.g., trash, recyclables, and hazardous materials).
 - 3.2.2. Dispose of waste regularly to prevent it from accumulating and becoming a hazard.
- 3.3. Storage and Organization:
 - 3.3.1. Use shelves, cabinets, and storage containers to keep tools and materials organized and off the ground.
 - 3.3.2. Label storage areas to make it easy for workers to find what they need.
- 3.4. Spill Response:
 - 3.4.1. Be prepared to respond to spills promptly. Have spill kits on hand for cleaning up hazardous materials.
 - 3.4.2. Train workers on the proper procedures for handling and reporting spills.



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3.5. Personal Responsibility:

- 3.5.1. Encourage all team members to take responsibility for their immediate work areas.
- 3.5.2. Promote a culture of cleanliness and accountability among workers.

4.0. Equipment Maintenance:

4.1.1. Regularly inspect and maintain equipment to prevent leaks, spills, or malfunctioning machinery that can contribute to a messy site.

5.0. Communication:

- 5.1.1. Use signs and labels to communicate important information about hazards, safety procedures, and
- 5.1.2. Conduct regular safety meetings to reinforce the importance of site housekeeping.

6.0. Final Review:

- 6.1.1. Maintaining good site housekeeping is a shared responsibility that benefits everyone on the construction site.
- 6.1.2. It reduces accidents, improves efficiency, and enhances the overall image of the company.
- 6.1.3. By implementing these practical tips and fostering a culture of cleanliness and safety, we can ensure a safer and more productive work environment for all.

Date:

11/09/2023

7.0. Attendants							
Name:	Signature:	Date					
	}						
I/We,confirm that the above safety training topic is attended and fully understood, will be followed as per the company policy QHSE ENGINEER/OFFICER							
SIGNATURE :							



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