



Toolbox Talk on Site Housekeeping

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Department:
QHSE

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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 storage locations.

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.

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

:

Date:

11/09/2023



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