

Toolbox talk

Year-round

5 minutes

Housekeeping Toolbox Talk

Good housekeeping keeps access routes clear, removes trip hazards, controls cords and debris, and prevents small messes from becoming falls, struck-by incidents, or blocked emergency access.

READ ALOUD (ABOUT 5 MINUTES)

Housekeeping is not cleanup at the end of the job. It is how we keep the job usable while work is happening. Trips, blocked exits, buried cords, and unstable material stacks all start small.

Keep access paths clear. Stack material so it cannot roll, slide, or tip. Remove debris as work progresses. Protect cords and hoses from walkways or reroute them.

Before we start, look at the area and name the one housekeeping issue most likely to hurt someone today. Then fix it before production piles on top of it.

INCIDENT EXAMPLE

A crew left cutoffs and cord loops in a hallway while moving material. A worker carrying panels stepped backward, caught a heel in the loop, and fell into stacked material.

CONTROLS TO COVER

- Keep walkways, stairs, ladders, and exits clear.
- Route cords and hoses away from walking paths.
- Remove scrap and packaging as work progresses.
- Stack and secure material so it cannot roll, slide, or tip.

CREW DISCUSSION

1. What path must stay clear all day?
2. Where are cords, hoses, or debris likely to build up?
3. Who owns cleanup for this area before the next crew arrives?

QUICK QUIZ

1. When should debris be removed?
As work progresses, not only at the end of the day.
2. Why do cords and hoses need routing?
They create trip hazards and can be damaged by traffic.
3. What makes material storage unsafe?
Stacks that can roll, slide, tip, block access, or overload surfaces.

Reference: 29 CFR 1926.25 - Housekeeping issues often contribute to falls, struck-by events, blocked access, and emergency response delays.

Toolbox Talk Sign-In Sheet

Attendance record for the talk above. Reviewers (OSHA, GC, ISNetworld/Avetta) expect topic, date, presenter identity, and attendee signatures.

Project / location

Date and time

Topic: Housekeeping Toolbox Talk

Presenter (print)

Presenter signature

NAME (PRINT)	COMPANY / TRADE	SIGNATURE

Concerns raised and follow-up actions (owner, due date)