

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

SAFETY MEETING OUTLINES Box 700, Frankfort, IL 60423 815-464-0200 No. 7 Vol. 21 Week of 2/13/2023

Company Name _____ Job Name _____ Date _____

HOUSEKEEPING

Accidents that fall into the category of "slips, trips, and falls" are some of the most common accidents in our business. A very simple way to prevent many of these accidents is by practicing good housekeeping. You don't need any special equipment or training, you just need to keep the place clean and orderly.

Proper housekeeping requires trash to be disposed of promptly and properly. Put lunch scraps, paper cups, drink cans, rags, and other refuse in dumpsters. Keep work areas and walkways clean and clear. When you unpack materials or equipment throw away cardboard boxes, paper wrappings, and packing materials so they don't create a fire hazard. Don't smoke around trash containers and make sure you dispose of smoking materials safely. Keep flammable liquids in properly covered storage containers. Place flammable rags in a tightly closed metal container that is emptied daily.

Good housekeeping reduces accidents and improves efficiency. Keep form and scrap lumber with protruding nails clear from work areas. It's a good practice to remove nails as you strip forms or dismantle crated equipment. Loose cords and air lines become tripping hazards when they run across walkways, aisles, and stairways. Make sure that cords and lines are properly located, even if you didn't put them there in the first place. Keep floors free of slippery spots – clean up spills, especially grease, oil, and paint right away. If you are cleaning up hazardous materials, follow the manufacturer's recommendations, which are found in the MSDS.

When it comes to housekeeping, once a day or once a week is not enough. Remember that housekeeping is a continuing process in which all workers must participate throughout the workday. Don't leave cleanup for the end of the shift. It's easier and safer to do your job when you don't have to step over and reach around scrap and debris. And, as we have been stressing, a clean job means a safer job.

There are two fringe benefits of good housekeeping. First, keeping litter in its place, especially food waste, helps control rodent and insect problems. Second, you present your best image – whether it's just to a passer-by, or to the owner of the project. Anyone who looks at your job can tell that it is run and staffed by professionals, who know what they are doing and take pride in their work.

SAFETY REMINDER

**Good housekeeping is up to each one of us.
A CLEAN job is a SAFE job!**

Special Topics For Your Project _____

Employee Safety Recommendations _____

Reviewed MSDS # _____ Subject _____

Meeting Attended By _____

Supervisor's Signature _____