



# Toolbox Talk

## Topic: Extreme Housekeeping

Housekeeping in work zones means keeping walkways and work areas free from scrap material, tools and debris throughout the day. Extreme housekeeping takes organization and cleanliness to an even higher level. Think of it this way, if you invited a family member to visit your work site – would they be safe and comfortable?

### Extreme Housekeeping Tips:

1. Make a plan for the layout of tools and materials.
  - Everything should be organized and easily accessible.
  - There should never be a need to climb on, over or around tools/equipment to gain access to other tools or materials.
2. Keep floor/ground space free from tools, materials, cords and other trip and fall hazards.
  - Consider cordless tools, cord trees or overhead hangers to keep the floor free from cords.
3. Implement a plan to facilitate trash pickup and removal.
  - Trash from employees (such as water bottles, lunch leftovers, etc.) should be placed in a trash receptacle immediately.
  - Remove combustible scrap and debris at regular intervals.
  - Use gondolas or carts to remove heavy trash bins.
4. Housekeeping is critical in formwork stripping as the risk for trips, falls and dropped object hazards can be great.
5. Remove protruding nails from lumber.
  - To help prevent cuts/punctures, pull nails instead of hammering them down.
  - Removing nails/screws makes it easier to neatly stack for removal.
6. Address stored energy in trash piles.
  - Stored energy is the potential for material to shift and fall. Organized, square, flat stacks help prevent this risk. Never compress a trash pile by walking/stepping on it or using hands to condense. Doing so can increase the risk of injury.

*Request your crew to answer the following questions:*

*What does extreme housekeeping mean to you? How can you make your work area extreme?*

### OSHA Regulations:

1926.25(a) During the course of construction, alteration, or repairs, form and scrap lumber with protruding nails, and all other debris, shall be kept cleared from work areas, passageways, and stairs, in and around buildings or other structures.

1926.25(b) Combustible scrap and debris shall be removed at regular intervals during construction. Safe means shall be provided to facilitate such removal.

<https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.25>



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**Date:**

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**Presented by:**

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| Organization/Department Name |
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| Attendee Printed Name | Signature |
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