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Talk No. 2			KEEPING
Start time		End	Duration

1. **Introduction:**

- 1.1 The Workplace Regulations require that sites be maintained in good order. Poor housekeeping, but easily preventable, cause many of accidents.

2. **Main Points:**

- 2.1 There should be a place for everything and everything should be in its place.
- 2.2 Do not rely on other people to tidy up for you.
- 2.3 Put tools away when finished. By reducing a trip hazard it will keep you safe.
- 2.4 If working with oils or chemicals, have some means of cleaning up any spillages at hand.
- 2.5 Suspend power/lighting cables. Where not practicable avoid trailing them across the work area.

3. **Points to remember:**

- 3.1 Remove all nails from timber – where not possible then hammer flat.
- 3.2 Stack both stores and materials so that walkways/escape routes are not obstructed.
- 3.3 Clean up waste as soon as possible. Waste can be bagged, larger waste can be stacked and then skid loaded if practicable.
- 3.4 Use racks when storing materials. Where pallets are used, do not stack too high.
- 3.5 If working at height, do not leave tools etc. where they could fall. Do not be left on walkways, platforms, etc. below.
- 3.6 Beware muddy sites. Mud can increase the risk of slips. Keep footwear as clean as possible; ensure loose mud is removed.
- 3.7 Try and allocate a person for general housekeeping (possibly at the end of the day?)

Notes

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ATTENTION SHEET

Talk No. 2	
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All operatives **listed and signed** below Box Talk.

Date

NAME