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SAFETY TOOLBOX TALK: GOOD HOUSEKEEPING

Format: Informal Chat

Duration: 5 Minutes

Objective:

The aim of this safety toolbox talk is to raise awareness and promote good housekeeping practices in the workplace to prevent accidents, injuries, and fire hazards.

Introduction:

Start the talk with a brief introduction, and remind everyone of the importance of maintaining a clean and organised work area. Mention that good housekeeping is not just a good practice; it is also a critical aspect of ensuring the safety of employees and the workplace.

Body:

Today's topic is about Health and Safety in the workplace, specifically about Good Housekeeping. Good housekeeping refers to maintaining cleanliness, orderliness, and tidiness in the workplace. This is not just a task for the cleaning staff; it is everyone's responsibility to maintain a clean and safe workplace.

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One of the proactive steps that we can take to maintain good housekeeping is to stress the importance of putting tools away after use in their proper places. This prevents tripping hazards, falling objects, or damage to equipment. In addition, if employees must dismantle anything, they should stack parts away neatly and tidily, remove all nails from wood, and guard any damaged parts that could cause injury.

Proper disposal of rubbish is also essential to prevent fire hazards. We encourage the proper disposal of all rubbish in bins or skips. Please bring to your supervisor's attention any rubbish piling up that you cannot remove or any loose objects that you notice at heights.

The attendance register is also important for record-keeping purposes. Please ensure that you sign in and out of work, and if you have any issues or concerns, feel free to discuss them with your supervisor.

In conclusion, everyone has a role to play in maintaining good housekeeping. Remember to put tools away, properly dispose of rubbish, and report any potential hazards to your supervisor. By working together, we can maintain a safe and clean workplace. Thank you for your attention.

Highlighted points:

Define Good Housekeeping:

Explain that good housekeeping means maintaining cleanliness, orderliness, and tidiness in the workplace.

Personal Responsibility: Emphasise that good housekeeping is everyone's responsibility, and everyone must play their part in keeping the work area clean and safe.

Importance of Putting Tools Away: Stress the importance of putting tools away after use, in their proper places, to prevent tripping hazards, falling objects, or damage to equipment.

Proper Dismantling Techniques:

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If employees must dismantle anything, they should stack parts away neatly and tidily, remove all nails from wood, and guard any damaged parts that could cause injury.

Proper Disposal of Rubbish:

Encourage the proper disposal of all rubbish in bins or skips to prevent fire hazards.

Reporting of Concerns:

Remind employees to bring to their supervisor's attention any rubbish piling up that they cannot remove or any loose objects that they notice at heights.

The Importance of Attendance Register:

Explain the importance of the attendance register for record-keeping purposes.

Conclusion:

Summarise the main points covered in the talk, remind everyone of their role in maintaining good housekeeping, and encourage employees to report any potential hazards to their supervisor.

Attendance Register:

Pass around the attendance register, asking everyone to fill in their details and sign to confirm attendance.

Additional Notes:

Provide handouts or visual aids to reinforce the key points of the talk. You may also consider conducting periodic follow-up toolbox talks to reinforce the importance of good housekeeping in the workplace. Finally, conclude the talk by reminding everyone of the company's commitment to ensuring a safe and healthy work environment for all.

ATTENDANCE REGISTER:

SAFETY TOOLBOX TALK- GOOD HOUSEKEEPING

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