



## Tool Box Talk

### Housekeeping: Keep the Jobsite Cleaned up!

#### Special points of interest:

- Keep cords out of walkways.
- Pay special attention to trip hazards around ladders and stairs.
- Watch for slippery conditions and fix them before somebody gets hurt.

Housekeeping seems minor, but leads to many accidents and injuries.

It is far easier to work safe in a clean, organized jobsite.

- Keep work areas clear of debris that creates a tripping hazard.
- Walkways to the work area must be clear. At least a 3 foot wide path.
- Pay special attention to stairways, doorways, entrances and ladder access areas. Keep them clear of debris and trip hazards. No material or tools stored on stairs and landings.
- Route electrical cords to the side of walking paths and keep them out of doorways to avoid damage to the cord and trip hazards.
- Nails in scrap lumber must be bent over or removed.
- Floors, platforms, stairs, and landings must be free of ice, or other slippery conditions.
- Stack materials safely. No higher than 2 pallets high and keep it level.
- Have adequate number of trash cans, and regularly dispose of the trash.



Michigan Department of Licensing and Regulatory Affairs  
Michigan Occupational Safety and Health Administration  
Consultation, Education & Training Division  
530 W. Allegan Street, P.O. Box 30643  
Lansing, MI 48933

# Attendance Record

Company: \_\_\_\_\_

Topic: \_\_\_\_\_

Trainer: \_\_\_\_\_

Date: \_\_\_\_\_

	Signature		Signature
1.		18.	
2.		19.	
3.		20.	
4.		21.	
5.		22.	
6.		23.	
7.		24.	
8.		25.	
9.		26.	
10.		27.	
11.		28.	
12.		29.	
13.		30.	
14.		31.	
15.		32.	
16.		33.	
17.		34.	

Comments: