

Jobsite: \_\_\_\_\_  
 Foreman: \_\_\_\_\_

Date: \_\_\_\_\_  
 G.C. \_\_\_\_\_

**SMOHIT Safety Sense**  
 Toolbox Talks for the Sheet Metal Industry

**Housekeeping**

- Housekeeping and good cleaning habits on the jobsite are important in preventing dangerous accidents. Trash and debris lying around the work area creates dangerous tripping hazards that can cause injury.
- Good housekeeping not only makes good safety sense, but also makes performing your job easier and more efficient by keeping areas clean and ready for work.
- Housekeeping is everyone's responsibility. That means that if you are the one that makes the mess, you should be the one that cleans it up. However, don't ignore a housekeeping issue. If you see a problem, take the necessary steps to get it cleaned up.
- Keep all tools, materials and equipment stored in their proper places in a neat and orderly way. Stack or pile materials securely and away from heavy traffic areas and walkways, if possible.
- Take a couple of minutes several times a day to clean up scraps, debris and trash as work progresses. If you do a little bit cleaning every so often, you can avoid a big clean up at the end of the day.
- Keep band iron, all-thread, strut and angle and their scrap stored neatly.
- Keep the area around the gang box clear of trash and tripping hazards.
- Keep hoses, extension cords, welding leads or any kind of long ropes or cords from lying on the floor, especially in heavily traveled areas.
- If you spill something or notice a slippery surface, clean it up immediately with absorbent material and, if needed, post a "Caution: Wet Surface" warning sign.
- Keep mud off walkways, ladders, scaffolds, stairways and other work surfaces.
- Make sure trash receptacles are readily available and located near work areas.

**Instructor Tips**

- **Inspect work areas and point out housekeeping hazards.**
- **Point out the locations of trash receptacles, dumpsters and other approved disposable containers.**

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