

TOOLBOX TALK · HOUSEKEEPING

Housekeeping

About 10 minutes to deliver

Slips, trips, spills, lighting and walkways — the hazard that causes the most injuries and gets the least attention.

Housekeeping is the hazard nobody calls a hazard. It causes more lost time than most of the things we spend more time talking about, and it is the only one every single person on site can fix in the moment they notice it.

WALKWAYS

- Keep them clear as you go, not at the end of the day. The trip happens at 10am, not at cleanup.
- Cords and hoses do not cross walkways. Route them overhead or along a wall. If they must cross, ramp or tape them and tell people.
- Offcuts, banding, and packaging go in a bin immediately. Steel banding on a floor is a wire trap.
- Nails get bent over or pulled. Protruding nails in scrap timber are a puncture waiting to happen.

SPILLS AND SURFACES

- Clean a spill when you make it. Oil, fuel, mud, ice — the person who slips on it will not be the person who spilled it.
- Mark it if you cannot clean it now. A cone is not a fix, but it is better than nothing while you get what you need.
- Ice and standing water are a winter walkway problem. Salt, sand, or reroute.

LIGHT AND SPACE

- If you cannot see the floor, you cannot see what is on it. Report dead task lighting.
- Keep exits, panels and extinguishers clear. Three feet in front of an electrical panel is a rule, not a preference. The one time it matters, seconds count.
- Material stacked stable and not too high, away from edges and openings.

STORAGE

Everything has a place. Tools back in the box, offcuts in the skip, materials on a rack. A tidy site is faster, not slower — people stop spending their day looking for things.

ASK THE CREW

- What is the worst trip hazard on this site right now?
- Are any panels, exits or extinguishers blocked?
- Where do offcuts and packaging actually go here — is there a bin close enough to use?

29 CFR 1926.25 · 29 CFR 1910.22

This is a toolbox talk, not a course. It is general awareness on one topic — not site-specific, not a hazard assessment, and not a substitute for assessment of your workplace by a competent person, your written programs, or manufacturers' instructions. It does not by itself satisfy any OSHA training requirement. Regulations change; verify against the current standard. Whoever delivers it is responsible for deciding it is suitable and sufficient for the work. Where a talk covers first aid, resuscitation, or mental health it is general safety information, not medical advice, not a substitute for professional medical care or certified emergency-response training, and it confers no certification — in an emergency, call 911. Free to print and use, as is, with no warranty of any kind. Migna Safety Solutions · training.mignasafety.com

v2026-09-08 · <https://training.mignasafety.com/toolbox-talks/housekeeping>

ATTENDANCE RECORD

Housekeeping

About 10 minutes to deliver · 29 CFR 1926.25 · 29 CFR 1910.22

Date

Job / site

Delivered by

Company

#	Print name	Signature	Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			

I delivered this talk and determined it was suitable for this crew and this work.

Form supplied by Migna Safety Solutions · v2026-09-08 · <https://training.mignasafety.com/toolbox-talks/housekeeping>

Keep this sheet with your training records. This form is supplied blank by Migna Safety Solutions — we did not deliver this session, were not present, and make no representation about what was said or who attended. A toolbox talk is general awareness on one topic and does not by itself satisfy any OSHA training requirement. The employer remains responsible for site-specific hazard assessment and for the training its workers are required to have. Where a talk covers first aid, resuscitation, or mental health it is general safety information, not medical advice, and confers no certification — in an emergency, call 911. Free to print and use, as is, with no warranty of any kind. training.mignasafety.com