



Toolbox Talk

TOPIC: Housekeeping

DATE: June 2021

Housekeeping

Did you know that there are specific OSH regulations relating to the environment in which you work? These include requirements to ensure that:

- The workplace in general, and access and egress points, allows for safe movement and is free from obstruction.
- Floor surfaces are unbroken, slip resistant and free from any obstructions that may cause a person to fall or trip.
- Appropriate warning signs for each hazard is displayed.
- Lighting is adequate for safe movement.
- There is sufficient space to work.
- A clean workplace (including staff amenities) is available to staff.



Workplace Inspections

Inspections are a good way to identify hazards and issues specific to your work environment and activities.

Some items you may include in your inspections are:

- Housekeeping - floors, work benches, ladders, walkways.
- First aid and amenities - first aid equipment, supply of drinking water, suitable washrooms and toilets.
- Fire and emergency safety - access and exits, firefighting equipment, alarm systems.
- Plant and equipment- cutting, crushing, or trapping hazards and unsafe conditions due to things like pressurised contents, flying particles, noise, hot or cold parts.
- Chemical hazards - personal protective equipment, ventilation, labels, containers, storage, signs and material safety data sheets.
- Electrical - residual current devices (RCDs), the condition and location of cables, plugs, sockets and switches, tag/lock out.
- Ergonomic and manual handling - the design of workstations, height of bench tops and desks, seating, tasks involving lifting, carrying, reaching, stretching and repetition.
- Machinery guarding - barriers, fencing around moving parts.

Hazards can change from day to day, so carry out inspections regularly

We complete workplace inspections every _____

Our next inspection is due _____

Results will be posted here _____



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RESOURCES

These are a few resources which may help you ensure that your housekeeping and amenities are reviewed and appropriate controls are in place.

Workplace inspection template -

<https://www.dropbox.com/s/xlzzypwe38fdmu/Workplace%20Inspection%20Checklist.docx?dl=0>

WorkSafe WA – Slips, trips and falls information

<https://www.commerce.wa.gov.au/worksafe/slips-and-trips-and-falls>

Worksafe WA Slips, trips and falls management worksheet

https://www.commerce.wa.gov.au/sites/default/files/atoms/files/stf_risk_management_worksheet_mar_14.docx

Worksafe WA – Code of Practice – First aid facilities; Workplace amenities and facilities; PPE

https://www.commerce.wa.gov.au/sites/default/files/atoms/files/code_first_aid_0.pdf