TOOLBOX TALKS

HOUSEKEEPING AND ORGANIZATION

Toolbox Talks are designed to promote safety discussions and best practices on the jobsite. To see more Toolbox Talks, please visit cat.com/toolboxtalks.

HOUSEKEEPING AND ORGANIZATION

Good housekeeping is something which may be taught at a very early age. It gives a desirable, visual representation of how we manage our homes, automobiles and work areas. The benefits of good housekeeping in the workplace go much further than the visual benefits. Operator safety, process efficiency, product and service quality and cost management are some of the significant benefits of an effective housekeeping and organization process. When conducting day-to-day work always remember and try to abide by the policy that there should be a place for everything and everything should be in its place.

Listed is a process and some important guidelines to help establish a clean, organized, safe and efficient work area:

- ☑ Never keep old, outdated or damaged tools, equipment or supplies in the work area. The work area should only have what is needed to perform the work.
- ☑ Ensure adequate cleaning supplies are available to the area at all times. These supplies should be readily available so cleaning can occur at any opportunity.
- ☑ Locate supplies, tools and materials so those used hourly or daily are very close. Likewise, those used monthly, quarterly or annually need not be so close and should be moved away to not clutter the work area.
- ☑ Avoid cabinets with doors and drawers. This type of storage doesn't allow visibility to the contents. The goal is to visually control supplies and inventories.
- ☑ Consider slanted shelving with a rim on the bottom. Doing this will prevent objects from being set on shelves and collecting dust. Remember…"A Place for Everything and Everything in its Place."
- ☑ Label and color-code as much as possible. This removes errors in interpretation. Try to create visual management of the work area. Signage, floor and traffic markings, labels with large letters and light stacks (ex. green, yellow, red) are all good examples.
- ☑ Ensure there are adequate containers and locations for waste that is generated from the work.
- ☑ Lastly, establish a schedule to routinely clean, replenish supplies and audit the area. Verify everyone who uses the work area understands the rules and complies accordingly. Establish an auditing process with management personnel to assist in your success.

QUESTIONS TO GENERATE DISCUSSION:

- Why is it beneficial to use slanted shelving and open-faced storage units?
- Why are roles and responsibilities so important to establishing a good housekeeping and organization program?

Discussion Date: _____

Employee Participants:

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There are a lot of moving parts on the jobsite. To find a safety topic relevant to your operation, please visit cat.com/toolboxtalks.

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