



SAFETY FOCUS:

Housekeeping

IT'S TIME TO CLEAN UP



Create a safe working environment, take a day out with your squad to get rid of the clutter in your stations.

Things to consider:

- Keep items you need or use regularly, and have space for;
 - Trash is junk: papers to be shredded, broken things that you know you'll never repair – get rid of it
 - Check all areas for personal items, take them home

Clutter is one of the biggest causes of Slips, Trips, and Fall hazards. Keeping your workstations clean and tidy will help minimise this risk.

Have you planned, conducted and actioned your quarterly Area Health and Safety Meeting?

Health and Safety Meetings are a good opportunity to discuss on-going risks and what we can do to mitigate these risks.

1. What are the actionable from previous meetings?
2. What are the on-going concerns?
3. What is our safety focus?

Use the prompts on the Meeting Minutes Template to help cue important conversations around your teams Safety, Health and Wellbeing.



Reminder: Have you reviewed your Hazard Register?

The Hazard Register should be checked and updated at a minimum of every 6 months. Review each of the hazards and update as necessary, this can be done during your next Safety, Health and Wellbeing Meeting as a discussion point of what needs to be added or taken off.

The Hazard Register is used to provide documentation of significant hazards identified. It is used as a reference for all staff who are expected to be fully conversant with significant hazards in their work area and understand what controls they should follow, to keep themselves safe.

Reminder: Have you completed your Workplace Inspections?

Workplace Inspections should be done at a minimum of every 6 months. *Have you done yours?*

Note: Any new hazards identified through completing the Workplace Inspection that cannot be eliminated should be put on the Hazard Register.

