Housekeeping checklist

# Construction site

### Materials and storage

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Comments** |
| Are items not being used (eg tools, cords, chains) stored in proper locations |  |  |  |  |
| Are material storage areas clean and free of unnecessary materials and debris |  |  |  |  |
| Is loose scrap or light materials that may be blown around properly secured |  |  |  |  |
| Are empty bags and other dust producing material removed from the work areas |  |  |  |  |
| Flammable and hazardous materials stored appropriately |  |  |  |  |
| Ladders stored properly |  |  |  |  |
| Are all building materials secured |  |  |  |  |
| Storage area for hazardous chemicals (Dangerous Goods, poisons, waste) |  |  |  |  |
| Are dangerous goods separated and contained  (distance, barriers, spill containment) |  |  |  |  |
| Access ways, walkways stairwells are clear |  |  |  |  |
| Materials stored appropriately |  |  |  |  |
| Items not protruding from shelves into walkways |  |  |  |  |
| Tools secured |  |  |  |  |
| Machines and tools have guards/handles fitted as per manufacturer’s recommendations |  |  |  |  |
| Extension leads off the ground |  |  |  |  |
| Power supply outlets protected by earth leakage devices/ |  |  |  |  |
| Electrical leads, plugs and power tools in good condition, test and tagged |  |  |  |  |
| Tools cleaned and stored properly |  |  |  |  |
| Tools in good condition |  |  |  |  |
| Tools inspected for damage |  |  |  |  |

### Waste

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Comments** |
| Do rubbish and recycling containers have self-closing covers and placed around the site, marked for proper use and emptied regularly |  |  |  |  |
| Are drip pans used to collect oils and fluids |  |  |  |  |
| Are all scrap, waste, recyclable and surplus materials disposed of correctly |  |  |  |  |
| Is combustible waste scheduled for frequent collection and removal |  |  |  |  |
| Are used oil containers and dumpsters locked to secure them from unwanted use |  |  |  |  |
| Are waste bins emptied and ready to use on recommencement date |  |  |  |  |
| Is excess water from cleaning tools and equipment, and waste contained – not washed into drains or waterways |  |  |  |  |