

## Construction Safety Guidelines No. 25

## Access & Housekeeping

		
<p style="text-align: center;"><b>REQUIREMENTS &amp; RESPONSIBILITY</b></p> <ul style="list-style-type: none"> <li>It is the responsibility of the main contractor to provide safe access and maintain site housekeeping.</li> <li>As part of safe access the main contractor must consider lighting requirements</li> <li>All access routes must be wide enough to allow people to move around safely.</li> <li>Good housekeeping is the regular removal of waste material and management of material storage areas.</li> </ul>	<p style="text-align: center;"><b>PRECAUTIONS TO BE TAKEN</b></p> <ul style="list-style-type: none"> <li>Set up designated pedestrian walkways wherever possible.</li> <li>Display clear signage indicating crossing points and directions.</li> <li>Install crash decks over access routes that provide access into a building under construction.</li> <li>Fix electrical leads up off the ground to reduce trip hazards.</li> <li>Stairs and passageways must be kept clear of rubbish and materials</li> </ul>	<p style="text-align: center;"><b>ACCESS REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>Undertake risk assessments for specific access needs taking into account numbers of workers.</li> <li>The main contractor must ensure emergency escape can be made safely and quickly.</li> <li>Once access is provided workers must use the approved access route and not take shortcuts.</li> </ul>
		
<p style="text-align: center;"><b>INDUCTION &amp; TOOLBOX TALK</b></p> <ul style="list-style-type: none"> <li>All workers must be briefed during the induction on the importance of keeping the site clean and tidy.</li> <li>Regular tool box talks must be given to workers as a reminder.</li> </ul>	<p style="text-align: center;"><b>WASTE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>Waste must be managed. Unmanaged site will quickly become unproductive through rubbish accumulation.</li> <li>Supervisors must implement a 'clean as you go' policy.</li> <li>Special arrangements must be in place for hazardous substances.</li> <li>Food waste must be collected and disposed off separately.</li> </ul>	<p style="text-align: center;"><b>MAINTENANCE</b></p> <ul style="list-style-type: none"> <li>Good access and housekeeping require good management</li> <li>Regular monitoring of access routes must be carried out.</li> <li>The supervisor or manager of each area must be made accountable for maintaining access and housekeeping.</li> </ul>