

Shop Housekeeping & Aisle Control

TRADE: WAREHOUSE & SHOP OPERATIONS

LEADER GUIDE: 8-12 MINUTES

USE WHAT FITS TODAY

LEADER NOTE

Do not read this sheet word-for-word. Pick the sections that match today's task, point to the actual equipment/work area, and get the crew to answer the questions out loud.

WHY THIS MATTERS

Keep this Shop Housekeeping & Aisle Control talk tied to the job in front of the crew. Cover blocked aisles, trip hazards and poor access, then confirm the setup and who is responsible for the key controls. Same-level falls often start with ordinary conditions the crew has stopped noticing: cords, debris, uneven transitions, wet surfaces, poor lighting, materials in aisles, or a route that changed during the shift. The useful question is not whether people should "watch their step." It is what can be removed, rerouted, covered, dried, marked or repaired before someone trips or slips.

A SCENARIO TO DISCUSS

Partway through Shop Housekeeping & Aisle Control, a worker notices that the control everyone expected to rely on is missing, damaged, blocked, or not practical in the actual setup. What is the replacement plan before work resumes?

BEFORE WORK STARTS

- Walk the normal route from the worker's point of view and mark every wet, uneven, obstructed or temporary condition.
- Remove or reroute cords, hoses, debris and stored material wherever possible instead of simply warning people about them.
- Secure floor protection, covers and transitions so edges cannot curl, shift or create a new trip point as traffic passes.
- Review the task, work area and changing conditions with the crew before work begins.
- Assign who controls access, equipment, temporary protection and final checks for the task.

SAFE WORK SEQUENCE / CONTROLS

- Review the task, work area and changing conditions with the crew before work begins.
- Assign who controls access, equipment, temporary protection and final checks for the task.
- Coordinate with nearby trades so one crew does not create an unexpected hazard for another.
- Keep the work area orderly and correct hazards as they are found instead of carrying them into the next shift.

QUESTIONS THAT SHOULD CHANGE THE JOB

1. What is in the actual walking route today that could catch a boot, roll, shift, become slippery, or force someone to step around it?
2. Which condition can we eliminate right now instead of relying on signs, cones, or people remembering to avoid it?
3. Where do cords, hoses, thresholds, floor protection, debris, water or stored material cross the route, and how are we controlling each crossing?

COMMON FAILURE POINTS

- Leaving a known trip/slip condition in place and relying on workers to remember it.
- Letting cords, hoses, floor protection or material creep back into an aisle after the initial cleanup.
- Cleaning one area without checking where water, debris or traffic is being redirected.

STOP AND RESET IF...

- The normal walking route is blocked, wet, uneven, poorly lit or changed enough that workers are stepping over or around an uncontrolled hazard.
- A temporary cover, transition, cord/hose route or stored material creates a trip edge that cannot be corrected or clearly controlled.
- Cleanup, drainage or housekeeping cannot keep pace with the work and the route is no longer reliably safe.

4. Who owns housekeeping for this area as the work changes, and what condition means the route gets closed until it is corrected?
5. What is the replacement plan before work resumes?

MAKE IT REAL ON THE JOB

Point to the actual hazard and have one crew member show the control that prevents the injury.

BEFORE YOU RELEASE THE CREW

Before the crew starts, everyone should be able to explain the hazard, point to the control being used today, and name the condition that would make the work stop.

ATTENDANCE & SIGN-OFF

Shop Housekeeping & Aisle Control

Project / Job:		Date:	
Talk leader:		Location:	

CREW ACKNOWLEDGMENT

By signing, attendees confirm they participated in this toolbox talk and had the opportunity to raise job-specific questions. Signatures do not replace required training, qualifications, permits or certifications.

#	Name	Company / Trade	Signature
1			
2			
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QUESTIONS / CONDITIONS / CORRECTIVE ACTIONS

END-OF-TALK CHECK

☐ Crew can point to the main hazard.	☐ Critical control is in place and usable.
☐ The responsible person/check is clear.	☐ Stop/re-brief conditions were discussed.