

Guidelines – Access and Housekeeping



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