

Toolbox Talk: Facility Safety, Housekeeping & OSHA Awareness

Location: Maricopa Agricultural Center | **Topic:** Recognizing and Preventing Common Workplace Hazards
| **Audience:** All Employees, Supervisors, Maintenance, and Facility Staff

i This toolbox talk is to review safety concerns identified during a recent facility safety observation assessment and reinforce safe work practices, OSHA awareness, housekeeping expectations, and hazard reporting procedures.

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Key Safety Topics

Critical hazard categories identified during assessment

#1

Leading Cause

Slips, trips & falls among all workplace injuries

5(a)(1)

OSHA Clause

General Duty Clause covering indoor air quality & mold

Reference Sites for assistance in training employee's awareness:

www.bing.com



OSHA videos slip trip and falls – Search Videos

Watch videos instantly on Bing—enjoy direct playback, discover related clips, and dive into trending content all in one place.

www.bing.com



OSHA videos general duty clause mold air quality – Search Videos

Watch videos instantly on Bing—enjoy direct playback, discover related clips, and dive into trending content all in one place.

www.bing.com



osha videos general duty electrical awareness video – Search Videos

Watch videos instantly on Bing—enjoy direct playback, discover related clips, and dive into trending content all in one place.

Walking Surfaces, Electrical Safety & Mold Awareness



Walking-Working Surfaces / Trip Hazards

Hazards Observed: Worn carpeting, loose or broken floor tiles, obstructed walkways, water intrusion creating slip hazards.

- Keep walkways and exits clear at all times
- Report damaged flooring immediately
- Clean spills promptly and avoid storing materials in hallways
- Conduct routine housekeeping inspections

OSHA Ref: 29 CFR 1910.22
– Walking-Working Surfaces



Electrical Safety Awareness

Hazards Observed: Exposed wiring above ceiling areas, daisy-chained power strips, potential missing GFCI protection near water sources.

- Never daisy-chain power strips or extension cords
- Plug high-load equipment directly into wall outlets
- Do not use damaged cords or wiring
- Ensure outlets near water are GFCI protected

OSHA Refs: 29 CFR
1910.303 / 1910.305 /
1910.304(b)(3)



Mold, Moisture & Indoor Air Quality

Hazards Observed: Water leaks around windows, mold-like growth on ceiling tiles, dust accumulation on vents, poor ventilation near ice handling area.

- Report leaks or moisture immediately
- Do not ignore mold odors or visible growth
- Maintain ventilation systems and HVAC cleanliness
- Replace water-damaged materials promptly

OSHA Ref: General Duty
Clause Section 5(a)(1)



Slips, trips, and falls can result in sprains, fractures, head injuries, and lost work time. Electrical hazards may cause shock, fire, equipment overheating, or arc flash incidents. Poor indoor air quality may contribute to respiratory irritation, allergic reactions, and long-term facility deterioration.

Sanitation, Emergency Equipment & Hazard Communication

Sanitation & Ice Handling

Hazards Observed: Ice scoop stored in unsanitary conditions, mold odor and poor ventilation near ice storage area.

Improper sanitation can create biological contamination, employee illness risks, and unsafe food and ice handling conditions.

- Store ice scoops in clean designated holders
- Maintain clean food and ice-contact areas
- Report mold, odors, or unsanitary conditions immediately
- Follow sanitation cleaning schedules

OSHA Ref: 29 CFR 1910.141 – Sanitation

Consistent inspection cycles ensure emergency equipment is ready when it matters most. Documentation creates accountability and demonstrates OSHA compliance across all facility safety systems.

Fire Extinguishers, Eyewash Stations & AED Inspections

Hazards Observed: Missing inspection documentation, eyewash signage concerns, lack of documented AED checks.

Emergency equipment must be operational and accessible at all times. Required inspection frequencies:

- **Fire Extinguishers** – Monthly inspection & documentation
- **Eyewash Stations** – Weekly activation and testing
- **AEDs** – Monthly checks and documentation

Ensure equipment remains accessible, unobstructed, and signage is visible and accurate.

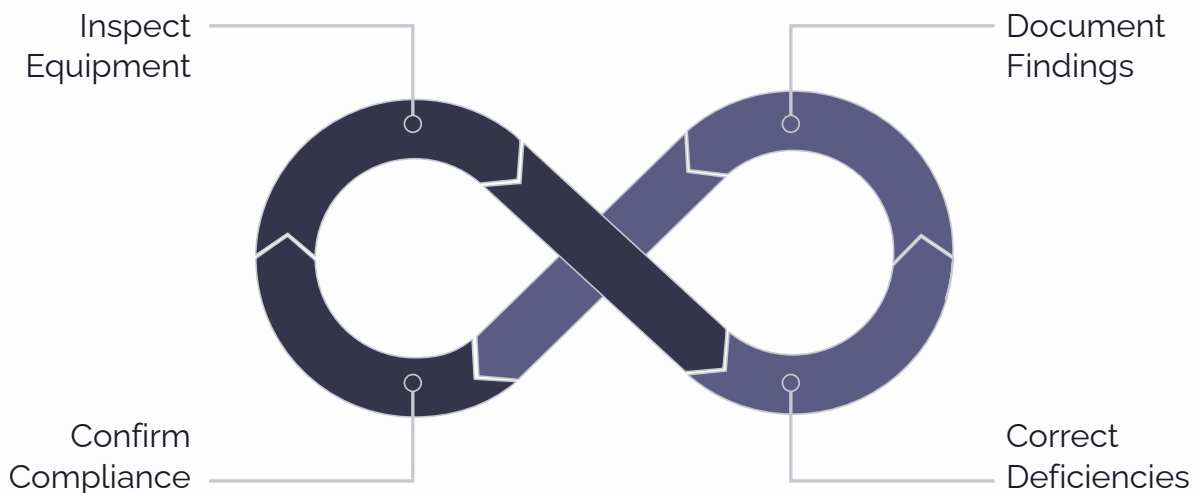
OSHA Refs: 29 CFR 1910.157(e)(2) / 1910.151(c)

Hazard Communication / Chemical Labeling

Hazards Observed: Unlabeled containers found during assessment.

- Label all containers immediately – no exceptions
- Never use unidentified chemicals
- Review Safety Data Sheets (SDS) before handling
- Follow all Hazard Communication procedures

OSHA Ref: 29 CFR 1910.1200 – Hazard Communication



Employee Expectations, Supervisor Responsibilities & Key Takeaways

Employee Expectations

- Maintain clean and safe work areas at all times
- Report hazards immediately – do not wait
- Follow all OSHA safety procedures without exception
- Participate in inspections and corrective actions
- Never bypass safety practices for convenience

Supervisor Responsibilities

- Conduct routine safety inspections of all facility areas
- Correct identified hazards promptly and thoroughly
- Ensure all required inspections are documented
- Reinforce housekeeping and hazard reporting expectations
- Provide refresher training where needed

Key Takeaway: Prevention Is Everyone's Responsibility



Good Housekeeping

Clean, organized workspaces eliminate the majority of slip, trip, and fall hazards before they cause injury.



Hazard Awareness

Recognizing hazards early – from exposed wiring to mold growth – is the first step in preventing incidents.



Proper Maintenance

Timely repairs to flooring, electrical systems, HVAC, and emergency equipment keep the facility safe and compliant.



Routine Inspections

Scheduled and documented inspections ensure nothing is overlooked and corrective actions are tracked to completion.



Immediate Reporting

Prompt hazard reporting and corrective action protects employees, visitors, and the long-term integrity of facility operations.

Safety is everyone's responsibility. Recognizing hazards early and correcting them promptly helps protect employees, visitors, and facility operations. Most workplace injuries and OSHA violations can be prevented through awareness, action, and accountability.