

# TOOLBOX TALK

## MATERIAL HANDLING and HOUSEKEEPING

### WHAT?

Poor storage and handling of materials creates waste.

Waste is a loss of resource and is very costly.

Poorly stored materials increase the risk of pollution incidents.



### WHY?

- ◆ **Reduce costs:** Wastage costs money: - not only the cost of the cost of replacement materials but also the disposal cost of those that are damaged.
- ◆ **Reduce pollution risk:** Good storage reduces the risk of spillages.
- ◆ **Avoid waste:** Re-use of materials reduces the requirement for new materials.
- ◆ **Improved safety:** A tidy site is a safe site.
- ◆ **Public image:** Good housekeeping creates a positive image to the general public.

### DO

- ✓ Avoid double handling as much as possible: less effort, less damage, less wastage.
- ✓ Supervise the delivery of materials to ensure correct location and method of storage.
- ✓ Check that a material is fully used prior to starting a new batch.
- ✓ Return to storage any materials that have not been used.
- ✓ Use off-cuts where possible.
- ✓ Re-use formwork as often as practically possible.
- ✓ Designate an area for surplus concrete – it can be crushed and re-used.
- ✓ Pick up litter.

### DON'T

- ✗ DON'T store or leave unprotected any materials that can be damaged by weather, eg. cement bags.
- ✗ DON'T over order materials.
- ✗ DON'T put materials in a skip if they still have a use.
- ✗ DON'T use new lengths of pipe or cable for short pieces of work. Minimise the need for off-cuts
- ✗ DON'T store together any materials that can contaminate each other.