

Keeping a Clean Slate: Good Housekeeping

Housekeeping is a good place to start when preventing workplace injuries. Although it is often a simple fix, we overlook housekeeping when focusing on daily tasks. A simple slip, trip or fall due to spilled materials or clutter can result in serious injuries, time away from work and family. Everyone plays a role in keeping our work areas clean and safe. Take the time to address these areas throughout the workday:

Material Storage

- Neatly store materials
- Shore up stacks and limit height to keep them stable, preventing collapse and/or sliding.
- Store flammable materials in the appropriate cabinet or storage area.
- Store liquids in containers and areas to avoid spills.

Walking and Working Areas

- Keep ramps, ladders, runways, stairways, scaffolds and all paths of travel clear.
- Avoid running hoses, power cords, welding leads, ropes, and other tripping hazards across traffic areas.
- Never leave tools where they could become a tripping hazard on the ground or could fall to injure employees working on a lower level.

Trash or Salvaged materials

- Do not let shavings, sawdust or other materials accumulate. Clean up as you work; this reduces fire & potential for slips.
- Remove nails or bend nails to prevent cuts and punctures.
- Place soiled rags and other flammable waste materials in appropriate storage containers. Dispose of the contents frequently since they pose an extreme fire hazard.
- Place scrap materials in the designated container as soon as possible. Keep any temporary rubbish piles away from walking and working areas.

Spill prevention

- Store liquids in the appropriate container.
- Have cleaning materials/spill kits readily available.
- Protect stored liquids from vehicle traffic or accidental tip over.

Everyone plays a part. Keep your areas clean throughout the shift. A clean job is a safe and efficient job. Take time to inspect and clean your work areas to make sure you do not spend time dealing with an injury.

Things to do:

- Ask employees to identify areas where housekeeping could be a concern. If so, ask employees for input to improving housekeeping.
- Designate a time period to have everyone focus on housekeeping issues.

For more information and additional risk management and prevention tools, visit: fwcruminsurance.com