

## Housekeeping Safety

### WHAT IS THE PURPOSE OF WORKPLACE HOUSEKEEPING?

Poor housekeeping can be a cause of incidents, such as:

- Tripping over loose objects on floors, stairs and platforms
- Being hit by falling objects
- Slipping on greasy, wet or dirty surfaces
- Striking against projecting, poorly stacked items or misplaced material
- Cutting, puncturing, or tearing the skin of hands or other parts of the body on projecting nails, wire or steel strapping

To avoid these hazards, a workplace must “maintain” order throughout a workday. Although this effort requires a great deal of management and planning, there are many benefits.

Housekeeping is not the responsibility of a single person. Workplace housekeeping is an ongoing activity in which every member of the job force does their part to ensure a clean, clutter free work environment.

### FOLLOW THESE SIMPLE TIPS TO ACHIEVE PROPER HOUSEKEEPING IN YOUR WORKPLACE

- Never leave trash, garbage, or debris haphazardly around your work area. If garbage, trash, and debris must accumulate, designate a predetermined disposal area and dispose of all trash, garbage, and hazards in the designated disposal area.
- Clean up any spills or leaks immediately to eliminate any hazard of slip, or fall injuries.
- Keep cords or trip hazards out of aisles or walkways.
- Dispose of any unusable parts or material that may accumulate in you work area.
- Remove boxes and other hazards from aisles, walkways, or stairways. Never lock or block exits.
- Watch out for accumulation of fire hazards such as greasy rags, chemicals, and electrical hazards.

## GOOD HOUSEKEEPING

## IS THE KEY TO SAFETY

- Store and dispose of flammables or hazardous chemicals properly.
- Never leave hazards exposed. If necessary provide barriers, signs, and warnings.
- Ensure that all machine and equipment guards are in place, secure and in good working order.
- Keep tool boxes and tool cribs neat, clean, and orderly.
- Keep storage areas clean and organized.
- Never leave sharp tools unattended or sharp edges exposed.
- Immediately clean up any glass, nails, or other laceration/puncture hazards.
- Guard floor holes with a cover, grating, guardrail, or equivalent on all sides except at the entrance to stairways or ladders.
- Install toe boards around the edges of a permanent floor opening.

Effective housekeeping is an ongoing operation: it is not a one-time or hit-and-miss cleanup done occasionally. Periodic “panic” cleanups are costly and ineffective in reducing incidents.

