Safety Talk: Housekeeping

Good housekeeping is one of the surest ways to identify a safe workplace. You can tell how workers feel about safety just by looking at their housekeeping practices.

Good housekeeping isn't the result of cleaning up once a week or even once a day. It's the result of keeping cleaned-up all the time.

It's an essential factor in a good safety program, promoting safety, health, production and morale.

A CLEAN AND ORGANIZED WORKPLACE = A SAFE WORKPLACE

Do not allow refuse to collect

- Cardboard, paper, sawdust, grinding debris, and oily rags can increase the fire load in a room
- Cardboard, paper, and cloth can be substrates for mold
- The properties of chemicals can change over time – they may become more reactive or unstable
- Food scraps and litter can attract cockroaches and rodents

Keep floors clean

- Accumulation of objects on the floor can create tripping hazards and make it difficult to maneuver around the work area
- Water or oil spilled on the floor can be especially hazardous since they are difficult to see
- Excessive dirt on the floor can affect footing
- Improper storage of items on the floor could affect the ability of someone to access a fire exit, fire extinguisher, pull station, eyewash, or emergency shower
- Spilled chemicals could migrate to a floor drain and get into the environment

Organize your workspace

- Storing items in designated locations makes them easier to find and prevents a cluttered workspace
- Cluttered work surfaces limit your available workspace
- Improperly stored containers could tip over and spill
- Someone could accidentally get cut from improperly-stored sharp objects
- such as blades or unprotected sharp parts of stored items

Monitor environmental conditions

- Standing water and excessive moisture can create slip hazards or promote mold growth
- Poor lighting can affect one's ability to observe hazards in their workplace

HOUSEKEEPING IS EVERYBODY'S RESPONSIBILITY!

Be proactive with housekeeping:

Clean up spills and messes on the floor – *even if you did not cause them*

◊ Address leaky pipes and excessive moisture.

◊ Do not store combustibles in electrical and mechanical rooms.

◊ Immediately dispose of boxes when they become empty.

◊ Take time to ensure walkways and corridors are clear.

◊ Remember to clean your work area when you are done working.

◊ Avoid hoarding unnecessary materials.

◊ Dispose of chemicals that are not being used.

GOOD HOUSEKEEPING IS THE KEY TO SAFETY
- CLEANLINESS
- ORDER
- A PLACE FOR EVERYTHING

ARE ESSENTIALS OF SAFETY

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