

# Safety Talk: Housekeeping



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

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 (*Truck or Van*) = 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
- ***Avoid keeping or hoarding unnecessary parts or materials***

### *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**