

# 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**