# Housekeeping Matters: Clean Floors, Clear Aisles, Safer Workplace Meeting Kit




## WHAT’S AT STAKE

A cluttered, dirty workplace doesn’t just look unprofessional. It actively creates the conditions for injuries. Slips, trips, and falls are among the most common causes of lost-time injuries across every industry, and the majority of them are caused by something that could have been cleaned up or moved. Good housekeeping is one of the simplest and most effective safety actions you can take, and it costs almost nothing.

## WHAT’S THE DANGER

Mess and clutter don’t cause accidents by themselves. They set the stage so that a normal action, like walking, turning, or carrying something, suddenly goes wrong.

**Slips and Spills**

Spilled liquids and wet floors are one of the most common causes of same-level falls. A spill that sits for a few minutes is long enough for someone to walk through it without noticing.

**Cluttered Aisles**

Boxes, pallets, and equipment left in walkways force people to step around obstacles, often while carrying something or not looking at the floor. That is when trips happen.

**Loose Cords and Cables**

Cords running across walkways are easy to miss, especially in low light. A single cord can take a worker down hard.

**Blocked Emergency Equipment**

Fire extinguishers, exits, and emergency stations only help if people can reach them. Material stacked in front of these turns a fast response into a dangerous scramble.

**Unstable Storage**

Items stacked too high or piled carelessly can shift and fall, especially when someone moves past. A falling box is bad. A falling pallet is worse.

## HOW TO PROTECT YOURSELF

Keeping your workspace clean and organized is not a chore added on top of the real work. It is part of doing the job safely. Here is how to make it stick.

**Clean Up Spills Immediately**

The moment you see a spill, deal with it or flag it. Grab a mop, put down a cone, or get someone on it right away. Do not assume someone else will handle it. The longer a spill sits, the more likely someone walks through it without looking down.

**Keep Walkways Clear**

Aisles exist so people can move without obstacles. If you need to set something down, even briefly, keep it out of the path people walk. A box that seems out of the way to you might be right in someone else’s line of travel.

**Manage Cords and Hoses**

Route cords along walls or use cord covers when they cross a walkway. If you cannot do either, flag the cord clearly so people see it before they reach it. Never leave a hose or extension cord lying across an active path without warning.

**Never Block Emergency Equipment**

- Keep three feet of clear space in front of fire extinguishers, electrical panels, and exits at all times
- Never use these areas as temporary storage, even for a short job
- If you find equipment blocked, move it or report it before you move on

## Store Things Properly

Heavy items go on lower shelves. Stack only as high as is stable. If something looks like it could shift or tip, fix it now. Do not leave it for the next shift to deal with.

## Wear the Right Footwear

Slip-resistant footwear makes a real difference on wet or uneven floors. Check your soles regularly. Worn soles lose their grip before they look worn out.

## Clean as You Go

Housekeeping is not a task you do at the end of the shift. It is something you do throughout the shift. Put tools away when you are done with them. Pick up material when you are finished with it. A workspace that stays organized all day is far safer than one that gets a five-minute clean-up before everyone leaves.

**Report What You Cannot Fix**

If you spot a hazard you cannot clean up or move on your own, report it right away. Do not walk past it assuming someone else will notice.

## FINAL WORD

A clean workspace is a safe workspace. Every spill you clean up, every aisle you keep clear, and every cord you route properly is a potential injury you just prevented. It takes seconds. It saves careers.