# Practice Good Housekeeping Meeting Kit




Good 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.

## HOUSEKEEPING DANGERS

Poor housekeeping is 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
- cutting, puncturing, or tearing the skin of hands or other parts of the body on projecting nails, wire.

## EXAMPLES OF POOR HOUSEKEEPING IN THE WORKPLACE ARE:

- Dirty counters and floors
- Spills and leaks not being cleaned
- No organization
- Dirty bathrooms
- Tools left out
- Not having proper signs visible

## BEST WORKPLACE HOUSEKEEPING PRACTICES WHEN WORKERS PLAY A PART

**1. Prevent Slips, Trips and Falls.** To help prevent slip, trip, and fall incidents, the following is recommended.

- If you have an accident or a near miss, make sure you report it to your employer promptly. They can use this information to prevent future accidents.
- If you see a spillage, clean it up or make arrangements for it to be cleaned.
- Report any damaged floors or mats.
- Play your part and keep the workplace tidy.

- If you see items on the floor where someone could trip over them, remove them, or arrange for them to be removed or for the situation to be made safe.
- If you are given PPE, wear it and look after it. Report any faults or damage to your employer.

**2. Eliminate Fire Hazards.** Employees to keep combustible materials from accumulating.

- Carry out a fire safety risk assessment
- Keep sources of ignition and flammable substances apart
- Avoid accidental fires, e.g., make sure heaters cannot be knocked over
- Always ensure good housekeeping, e.g., avoid build-up of rubbish that could burn
- Consider how to detect fires and how to warn people quickly.
- Have the correct fire-fighting equipment for putting a fire out quickly
- Keep fire exits and escape routes clearly marked and unobstructed at all times
- Ensure your workers receive appropriate training on procedures they need to follow, including fire drills
- Review and update your risk assessment regularly

**3. Control Dust ?** silica, wood, and Lower toxicity dust.

**Stop or reduce the dust.** The most important action is to stop the dust getting into the air.

**Water** ? water damps down dust clouds. However, it needs to be used correctly. This means enough water supplied at the right levels for the whole time that the work is being done.

**4. Use and inspect personal protective equipment and tools.** Wear basic PPE such as closed-toe shoes and safety glasses while performing housekeeping. Determine what type of PPE to wear based on the potential risks. Regularly inspect, clean and fix tools. Remove any damaged tools from the work area.

**5. Determine frequency.** All workers should participate in housekeeping, especially in terms of keeping their own work areas tidy, reporting safety hazards and cleaning up spills, if possible.

**6. Create written rules.** Written protocols could specify which cleaners, tools and methods should be used.

**7.ÿ Think long-term.** Housekeeping should be more than a one-time initiative. Keep records, maintain a regular walk-through inspection schedule, report hazards and train employees to help sustain housekeeping.

**8.ÿ Avoid tracking materials.** Work-area mats which can be cloth or sticky-topped should be kept clean and maintained. This helps prevent the spread of hazardous materials to other work areas. Additionally, separate cleaning protocols may be needed for different areas to prevent cross-contamination.

**9. Prevent falling objects.** Protections such as a toe board, and nets can help prevent objects from falling and hitting workers or equipment. Other tips include stacking boxes straight up and down to keep them from falling. Place

heavy objects on lower shelves and keep equipment away from the edges of tables.

**10. Clear clutter.** A cluttered workplace can lead to ergonomics issues and possible injuries because workers have less space to move. Keep aisles, stairways, emergency exits, electrical panels and doors clear of clutter.

**11. Store materials properly.** Ensure chemicals and dangerous substances are stored and handled properly.

- store chemicals according to the manufacturer?s instructions.
- store incompatible substances separately.
- take steps to prevent release or leakage of dangerous substances.
- keep a spill kit near to storage areas, ensuring staff are trained in the event of a spill
- clean up any leaks or spills that occur.
- use appropriate precautions when handling substances ? for example, wearing protective clothing.
- ensure employees who store and handle dangerous substances are properly trained.
- check containers used for short-term storage are properly labelled.

## FINAL WORD

Maintaining good housekeeping is very important in our workplaces for accident prevention and minimizing the severity and consequences of accidents.