Safe Housekeeping on the Job



WHAT'S AT STAKE?

The job isn't finished until the housekeeping is done and the work area is clean and orderly.

WHAT'S THE DANGER?

Good housekeeping at work helps protect workers from falls, fires, disease and many types of accidents and injuries.

EXAMPLE

Terry often dropped materials wherever he stopped working. One day he placed a box of cords and cables where it stuck out into a walkway. "I'll move it tomorrow," he promised. A co-worker hurrying by tripped over the box and broke her elbow.

HOW TO PROTECT YOURSELF

- Keep your work area tidy. Put away tools and materials when you are through with them.
- Pick up all trash and scrap materials and dispose of them often.
- Clean up dust.
- Place garbage and scrap in correct containers. Oily rags go in an approved covered container which is emptied regularly.
- Keep traffic areas clear of clutter which can cause falls.
- Make sure emergency exits and emergency equipment aren't blocked. Keep fire alarms, fire extinguishers and first aid kits readily accessible.
- Keep work surfaces and floors as dry as possible. Clean up spills promptly. Even water can cause someone to fall.
- If surfaces must remain wet, make sure that they are covered with non-slip materials. Place warnings for wet floors.
- Keep all tools and equipment clean and in good condition. They should be routinely cleaned, maintained and inspected.
- Do housekeeping in hidden areas. High shelves, beams, basement storage areas and storage buildings are rarely used areas which still need to be kept neat and clean.

- Store materials properly. Do not place heavy items overhead. Secure materials so that they cannot fall or roll.
- To prevent traffic accidents, store equipment for moving materials such as hand trucks and pallet jacks out of the way when not used.
- Keep windows clean and unblocked to help provide the light to work safely.
- Light fixtures should be kept in good repair, and burned-out bulbs and tubes should be replaced promptly.
- Locker rooms and washrooms also require good housekeeping by everyone. Do not leave clutter which can cause falls, and do your part to keep floors and counters dry.
- Everyone should keep the lunchroom clean and safe. Dispose of food and drink trash in garbage cans.
- Smoke only in designated areas. Dispose of smoking materials in noncombustible containers.

FINAL WORD

Housekeeping is a real part of every job because it allows everyone to work efficiently and safely. Do your part to keep things clean and orderly.