

Don't Forget Good Housekeeping

WHAT'S AT STAKE?

Housekeeping may not be your favorite job, but a messy workplace is where injuries occur.

WHAT'S THE DANGER?

The handling, storage and placing of materials at work directly impacts the safety of you and your co-workers.

HOW TO PROTECT YOURSELF

Careful consideration must be given to the volume of materials to be handled, the space needed for these materials and the methods of handling and transportation.

Piling materials

When piling materials, keep these points in mind:

- Height of pile – hazards include toppling, nearby traffic and interference with sprinkler systems.
- Strength of support – allowable floor loads should be posted.
- Continued stability – related to yard piling where uneven or moist ground may cause toppling.
- Location – aisle traffic or machinery may make it necessary to limit the height or type of materials.
- Pipe or long stock – racks aid handling, but projecting ends should be protected by railings or barriers.
- Mechanical aids – employing manual methods instead of utilizing stackers or hoists is a common fault.

Tool housekeeping

Racks and holders should be provided for all hand tools, jigs, cutters, blades and other parts. Tools frequently used at a bench or machine should be

placed on racks. Wheeled racks are often very helpful.

Scrap and waste disposal

The old way of letting it fall to the floor and cleaning it up periodically is not conducive to safety. A suitable means of collecting and disposing of waste in a timely manner is recommended.

Marking storage space

Clearly marking aisles and spaces reserved for storage will solve a lot of problems in the workplace.

Leaks, drips and spillage

Use oil pans, splash guards and drip pans to keep oil off the floor. Proper means of oiling and good maintenance reduce dripping, and good construction reduces leaks.

Aisle layout

Aisles too narrow for safety are also too narrow for efficiency. Aisles accommodating powered truck traffic should be three feet wider than twice the width of the trucks used.

Machinery and equipment layout

The provision of adequate space and the proper arrangement of various production units are vital to housekeeping.

A common mistake is to add machines to well-filled floor space. This not only increases the accident hazard but often decreases efficiency because of overcrowding.

CONCLUSION

Good housekeeping may be the last thing on your mind, but don't ignore the fact that it prevents injuries

TEST YOUR KNOWLEDGE

1. The handling and storage of materials directly impacts your safety.
 - ☐ True
 - ☐ False
2. When piling materials, you must ensure there is no interference with sprinklers.
 - ☐ True
 - ☐ False
 - ☐
3. It is advisable to clean up scrap and waste material once every three months as part of good housekeeping.
 - ☐ True
 - ☐ False
4. Good maintenance and good construction reduce drips and leaks.
 - ☐ True
 - ☐ False
 - ☐
5. Aisles too narrow for safety are also too narrow for efficiency.
 - ☐ True
 - ☐ False

BEFORE THE TALK – PREPARATION TIPS

Refer to the "Tips for Safety Talks!" for ideas on planning this safety meeting. Read through the article ahead of time to help you with your presentation. Add further questions to those we have provided at the end of this talk.

- Tour the workplace and make a note of any areas that need better housekeeping.
- Make a note of how materials are piled and how tools are stored. Prepare to point out improvements to your crew.
- Find injury reports relating to poor housekeeping and prepare to discuss the circumstances with your workers.
- Review company protocol on waste disposal and spills. Prepare to solicit feedback from workers.
- Look at the design of aisles/walkways in the workplace and note any potential hazards.
- Review methods of materials handling and see if safety can be improved.
- List any points you want to cover at this safety meeting:

AFTER THE TALK - CHECKLIST

The workers who obtained poor results in the questionnaire were followed up.

Name: _____

Date: _____

Observed workers

Task (s):

Date: _____

Refresher training

Topic (s): _____

Date: _____

Others(describe): _____

Meeting Date: _____

Location: _____

Directed by: _____

NOTES

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Meeting material to go:

Safety meeting materials such as presentation tips, PowerPoint presentations, quiz answers and more are downloadable at www.SafetySmart.com

ANSWERS:

1. True
2. True
3. False

4. True
5. true