Don’t Forget Good Housekeeping



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

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

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.

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