# 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.