

Workplace Housekeeping – Checklist for Workplace Housekeeping Fact Sheet



WHAT IS AN EXAMPLE OF A WORKPLACE HOUSEKEEPING CHECKLIST?

DO:

- Minimize fire hazards by keeping workplace free of accumulated combustible materials and waste.
- Ensure that exits and aisles are clear of obstructions to allow easy evacuation of the building.
- Place all trash and scrap in proper containers.
- Keep oily rags in covered metal containers.
- Dispose of hazardous materials in approved marked containers.
- Store equipment and materials in their assigned location.
- Clean air vents and filters to maintain ventilation efficiency.
- Ensure that boxes, drums, and piles are located on a firm foundation and properly stacked.
- Clean up tools and unused materials after finishing a job or before leaving the job site.
- Clean up spills promptly according to procedures, using personal protective equipment (PPE) where necessary.
- Report hazards such as uneven boards, cracks, burnt-out lights. Fix immediately.
- Bundle hoses and cables when not in use.
- Place empty containers and pallets in designated locations.
- Dump small containers into larger ones.
- Keep only enough combustible materials at job site for job at hand.

DO NOT:

- Do not pile material around fire extinguishers, sprinklers, or emergency exits.
- Do not leave clean-up to last few minutes of shift or day.
- Do not clean equipment without “locking out.”
- Do not reach into waste containers. Dump contents or remove bag.
- Do not blow off dust with compressed air. Use a vacuum or brush.
- Do not collect broken glass and metal straps in plastic bags.
- Do not use bare hands when collecting waste. Wear gloves to avoid cuts and splinters.
- Do not place materials on stairs.
- Do not use kegs or boxes as chairs or ladders.