



## Safe Housekeeping

Lots of activity is a positive sign, signifying more business. When this happens, your workplace is full of action with many workers performing different operations simultaneously. Imagine the chaos that would result if workers did not clean up after themselves. Your workplace would become a hazardous obstacle course as trash and debris piled up, and walking from one point to another would mean navigating through a mess of obstructions. It would not only be aggravating and counterproductive; it would also be very dangerous. Slips, trips, and falls are a common cause of injury on the job site, and inadequate housekeeping is a major contributing factor in most of these accidents.

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### What is Housekeeping?

Avoiding dangerous conditions like those described above requires a commitment to housekeeping by every individual on your team. This means making spill cleanup, garbage removal, general cleaning, and use of trash bins a priority every day, throughout the day.

Good housekeeping also means constant vigilance. Remove any object or material that obstructs a pathway on the floor and take care of other materials that could pose a possible fire hazard or danger for co-workers. This includes:

- Scrap materials
- Empty containers
- Garbage
- Food
- Water or spills

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### Do Your Part

Follow these housekeeping tips to keep yourself and your co-workers safe.

- Store personal items out of the way in storage bins or lockers.
- Keep hazardous wastes in covered, separate waste containers.
- Place "wet floor" signs in wet areas that could pose a slipping hazard.

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### Risk Not

When practicing good housekeeping, there are several things you should always avoid:

- Do not leave housekeeping responsibilities for the last few minutes of the day.
- Never pile material around fire extinguishers, sprinklers, or emergency exits.
- Do not collect broken glass or metal scraps in plastic bags or with bare hands.

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### Fringe Benefits

Not only does housekeeping keep everyone safe, it also helps you feel better about your job. It will be easier to concentrate and do your best work in a clutter-free environment.