



## **HOUSEKEEPING**

Good housekeeping practices on the job are extremely important but they are often overlooked. Poor housekeeping can lead to employee injuries and OSHA citations.

---

### **POOR HOUSEKEEPING HAZARDS**

- Slips, trips, and falls.
  - Being struck by objects or materials out of place.
  - Injuries from using improper tools because the correct tool can't be found.
  - Wasted time and lower production while searching for items.
  - Increased stress from clutter and unorganized work spaces.
- 

### **GOOD HOUSEKEEPING BENEFITS**

- Prevents waste and damage of material and equipment
  - Saves time
  - Increases production
  - Provides more room to work
  - Decreased fire hazards
  - Prevents injuries
  - Improved morale
- 

### **HOUSEKEEPING TIPS**

- Housekeeping is everyone's responsibility!
  - Clean up after yourself and dispose of trash properly.
  - When you're finished with items such as materials or tools, put them away from walking paths so they aren't a tripping hazard.
  - Dispose of combustibles and flammables properly.
  - Remove protruding nails and other sharp objects, or hammer them flat to prevent someone from stepping on them.
  - Stack materials in an orderly manner and secure them so they won't topple.
  - Keep your work area clean throughout the day, minimizing the time needed to clean a larger mess at the end of the day.
  - Pick up items that could lead to injuries, even if it wasn't your mess.
- 

### **POSSIBLE HOUSEKEEPING FOCUS AREAS**

- Dust and dirt removal
- Debris removal
- Material organization
- Tools and equipment storage/transportation
- Employee facilities
- Surfaces
- Lighting
- Spill control