

HOUSEKEEPING HANDOUT

OSHA requires that all places of employment be kept clean to the extent that the nature of the work allows, including:

- Floors and workplaces shall be clear
- Exits shall be unobstructed
- Waste shall be disposed of in a manner as to avoid creating a menace to health and as often as necessary to maintain the workplace in a sanitary condition.



GOOD HOUSEKEEPING PRACTICES

Good housekeeping is one of the most important aspects of a safety program. Safety entails everyone working as a team to prevent accidents by maintaining good housekeeping standards. A good housekeeping program must include careful planning, a cleanup schedule or policy, inspection of work areas, and continuous enforcement of housekeeping rules. The following are some examples:

- Make sure all containers are labeled; the labels should be legible.
- Do not store supplies where they could be mistaken for something else.
- Dispose of hazardous substances by the safe method prescribed: if you aren't sure how to dispose of a substance, check with your supervisor.
- Clean your area immediately after completing each task; never leave an area cluttered with tools or supplies that could present a hazard.
- Cleanup spills right away; they can cause slips and falls.
- Respect "Wet Floor" signs; they are used for your protection.
- Pick up broken glass immediately with a broom and dustpan, never with your hands.
- If your job is one in which debris is created, you should clean the floor area regularly as you work.
- Keep your work stations cleared of personal items such as clothing and lunch boxes.
- Keep stairways and passageways free of obstruction; don't place materials on the stairs or in aisles as you work.
- Keep your tools and equipment clean and in good shape.
- After finishing a job, put tools and unused materials where they belong.
- Do not keep more combustible and flammable materials at your work station than you need for the job at hand.
- Keep combustible or flammable liquids in safety cans.
- Place oily or greasy rags in metal containers.
- Place all other scrap and trash in the receptacles provided.
- Do not allow debris such as cleaning rags and paper to accumulate because this creates a fire hazard.
- Smoke in designated areas and dispose of matches and butts in the receptacles provided.