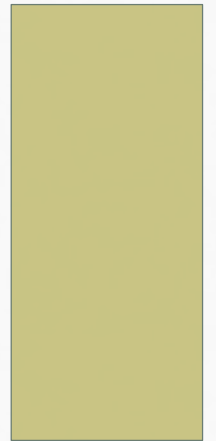


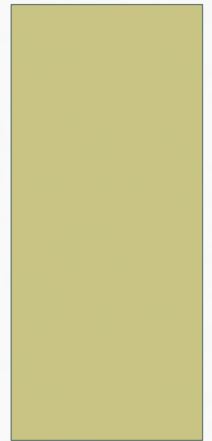


***HOUSEKEEPING
AT
WORK***



OSHA 1910.141(A) (3)

ALL PLACES OF EMPLOYMENT SHALL BE KEPT CLEAN TO
THE EXTENT THAT THE NATURE OF THE WORK ALLOWS.



WHAT IS HOUSEKEEPING?

- When we think of “housekeeping”, we tend to think of the common phrase: “A place for everything and everything in its place.”
- But housekeeping means more than this.
- Good housekeeping means having no unnecessary items about and keeping all necessary items in their proper places.

WHAT IS SO IMPORTANT ABOUT HOUSEKEEPING?

- Think about what could happen if a bunch of oily rags suddenly caught fire one night, or if, in an emergency, employees couldn't get out of the work area safely because aisles were cluttered. Imagine those same employees unable to get out altogether because of a blocked exit.
- Experience has shown that good housekeeping is an essential part of your department's health and safety program.

WHAT ARE THE BENEFITS OF GOOD HOUSEKEEPING AT WORK?

- Good housekeeping at work benefits both employers and employees alike.
- Eliminate clutter which is a common cause of accidents, such as slips, trips, and falls, and fires and explosions:
- Reduce the chances of harmful materials entering the body (e.g., dusts, vapors):
- Improve productivity (the right tools and materials for the job will be easy to find)

BENEFITS OF GOOD HOUSEKEEPING- CONT'D

- Improve your department's image (good housekeeping reflects a well-run business.
- An orderly workplace will impress all who enter it – employees, visitors, customers, etc.)
- Help your department to keep its inventory to a minimum (good housekeeping makes it easier to keep an accurate count of inventories)
- Help your department to make the best use of its space

BENEFITS OF GOOD HOUSEKEEPING- CONT'D

- Make the workplace neat, comfortable, and pleasant-not a dangerous eyesore.

SIGNS OF POOR HOUSEKEEPING?

- There are many signs of poor housekeeping. You may recognize some of these in your own workplace:
- Cluttered and poorly arranged work areas
- Untidy or dangerous storage of materials (for example-overcrowded shelves)
- Dusty, dirty floors and work surfaces
- Items that are in excess or no longer needed
- Blocked or cluttered aisles and exits

SIGNS OF POOR HOUSEKEEPING?

- Tools and equipment left in work areas instead of being returned to proper storage places
- Broken containers and damaged materials
- Overflowing waste bins and containers
- Spills and leaks

HOW TO IMPROVE HOUSEKEEPING IN YOUR WORKPLACE

- Good housekeeping requires effort and teamwork
- Here are some general pointers:
- Set housekeeping standards-they should make work easier, safer and healthier
- Use checklist to measure your work areas and surroundings
- Encourage housekeeping as a way of life-not just a special activity when visitors are coming

HERE ARE SOME RECOMMENDED HOUSEKEEPING PRACTICES

- Follow safe work procedures and the requirements of the law
- Keep work areas clean
- Keep aisles clear
- Keep exits and entrances clear
- Keep floors clean, dry, and in good condition
- Vacuum or wet mop dusty areas frequently
- Stack and store items safely

RECOMMENDED HOUSEKEEPING PRACTICES CONT'D

- Store all work materials (for example, paper products, flammable liquids, etc) in approved , clearly labeled containers in designated storage areas only
- Use proper waste containers
- Keep fire alarms, sprinklers and fire extinguishers clear
- Clean up spills and leaks of any type quickly and properly

RECOMMENDED HOUSEKEEPING PRACTICES CONT'D

- Report and tag broken or damaged tools or equipment immediately
- Keep lighting sources clean and clear
- Follow maintenance requirements

QUESTIONS???