

# Housekeeping on the job

## Key takeaways

Good housekeeping can:

- Prevent minor injuries like cuts and punctures
- Prevent major injuries from slips, trips, falls, and fires
- Increase job productivity and morale

Lack of proper housekeeping on the job is one safety hazard common to all workplaces. Good housekeeping can prevent minor injuries like cuts and punctures and major injuries from slips, trips, falls, and fires.

And it has plenty of benefits beyond preventing workplace injuries. Consistent housekeeping practices can boost morale and increase productivity. Equipment that has a home and is well-maintained helps ensure it remains in good condition and improves quality. With a tidy worksite, materials and work aren't affected.

Housekeeping is everyone's job and must be maintained on a regular basis.

## Workflow management

Perform your work neatly and clean up before moving areas or tasks. If you see a mess, take care of it, especially if it can cause injury to others.

**Ensure walkways are kept clear** of tripping hazards, cords, or scrap materials. Coil extension cords, hoses, leads, etc. when not in use. Don't put extension cords or hoses across walkways.

**Keep exits free of obstructions.** Store materials properly and only in the designated areas. For example, gas and chemicals susceptible to high heat should not sit in direct sun.

## Debris management

Keep all waste debris in neat piles and away from the immediate work area.

Have adequate trash and recycling bins in locations easy to access. Ensure they are emptied regularly.



## Take action (Complete one or more activities as a team)

- A. **GROUP DISCUSSION:** Name one action today to improve housekeeping in your work area as well as in your home activities.
- B. **FIELD TRIP:** Inspect the workplace/jobsite for good housekeeping. Does everything have a designated place to be stored or located? Are adequate trash or recycling bins available?
- C. **EQUIPMENT REVIEW:** Do all cords have cord keepers or storage hooks so that they have a designated storage location and are kept out of walkways? What storage needs would improve housekeeping? Can this be improved?

