Good Housekeeping
Session Outline

You will be able to:

• Recognize the importance of good housekeeping
• Understand housekeeping responsibilities
• Develop good housekeeping habits
• Identify and eliminate housekeeping hazards
• Help prevent workplace fires and accidents
What You Need to Know

• Benefits of good housekeeping
• Costs of poor housekeeping
• Housekeeping responsibilities
• Good housekeeping habits
• Common housekeeping hazards
• How to eliminate housekeeping hazards and prevent accidents
Benefits of Good Housekeeping

• Eliminates accident and fire hazards
• Maintains safe, healthy work conditions
• Saves time, money, materials, space, and effort
• Improves productivity and quality
• Boosts morale
• Reflects a well-run organization
Costs of Poor Housekeeping

• Slips, trips, and falls
• Fires
• Chemical and machine accidents
• Injuries from electrical problems
• Collisions and falling objects
• Health problems
Good Housekeeping Habits

• Make time for housekeeping
• Evaluate your workspace
• Remove hazards before starting work
• Turn equipment off after using it
• Clean up as you go
• Never ignore a safety hazard
Daily Housekeeping Checklist

- Floors
- Aisles
- Workstation
- Equipment
- Storage
- Waste disposal
Good Housekeeping Makes Good Sense

- Do you understand the information presented so far?
Injuries from Slips, Trips, and Falls

- Strains and sprains
- Torn ligaments
- Broken bones
- Back or spine injury
- Death
Prevent Slips

- Clean up spills
- Repair leaks
- Pick up objects
- Sweep up debris
- Wear slip-resistant shoes
Prevent Trips

- Clean up straps and bands
- Put away electrical cords and air hoses
- Don’t stack items in walkways
- Keep drawers closed
- Be careful when you carry objects
- Put away tools
Prevent Falls

- Be careful on stairs
- Use ladders safely
- Replace fall protection chains or barriers
- Use fall arrest equipment when required
Fire Prevention

• Store flammable and combustible liquids in proper containers
• Keep reactive chemicals separated
• Prevent the accumulation of combustibles
• Keep combustibles away from electrical equipment and hot machinery
Exits and Fire Equipment

• Keep evacuation routes clear
• Don’t block emergency exits
• Make sure fire extinguishers are accessible
• Ensure that electrical panels can be opened
Chemical Safety

• Make sure containers are properly labeled
• Inspect containers for signs of damage
• Wear required PPE
• Follow safe storage and handling procedures
• Clean up spills
Machine Safety

• Keep the area around machines clear
• Inspect machines before use
• Make sure all guards are operating
• Follow lockout/tagout procedures
• Clean machines and put away tools
Electrical Safety

• Keep heaters and furnaces clear
• Inspect electrical cords before use
• Don’t overload outlets or circuits
• Keep combustibles away from electrical equipment
• Keep electrical equipment clean
Prevent Cuts, Bumps, and Scrapes

- Don’t leave objects sticking out
- Pad head hazards
- Clean up broken glass immediately
- Properly store blades and sharp tools
- Properly discard old blades
- Keep utility knives sheathed or retracted
Good Housekeeping
Eliminates Hazards

• Do you understand the information presented in the previous slides?
PPE Housekeeping

- Inspect PPE before each use
- Clean PPE regularly
- Store PPE properly
- Replace PPE when necessary
Use the Right Equipment for Housekeeping Tasks

- PPE
- Brooms, vacuums, mops, and sponges
- Cleaning rags
- Cleaning compounds
Lift and Carry Safely

- Check your route of travel
- Get a good grip
- Lift with your legs, not your back
- Make sure you can see over the object you’re carrying
- Watch where you’re going
Good Personal Housekeeping

- Eat well and exercise regularly
- Get enough sleep
- Take time to relax
- Never work or drive under the influence of alcohol or drugs
Key Points to Remember

• Good housekeeping helps prevent workplace fires and accidents
• Keeping the workplace neat, clean, and safe is everyone’s responsibility
• Keep alert to housekeeping hazards
• Eliminate or report hazards you identify anywhere in the facility