

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



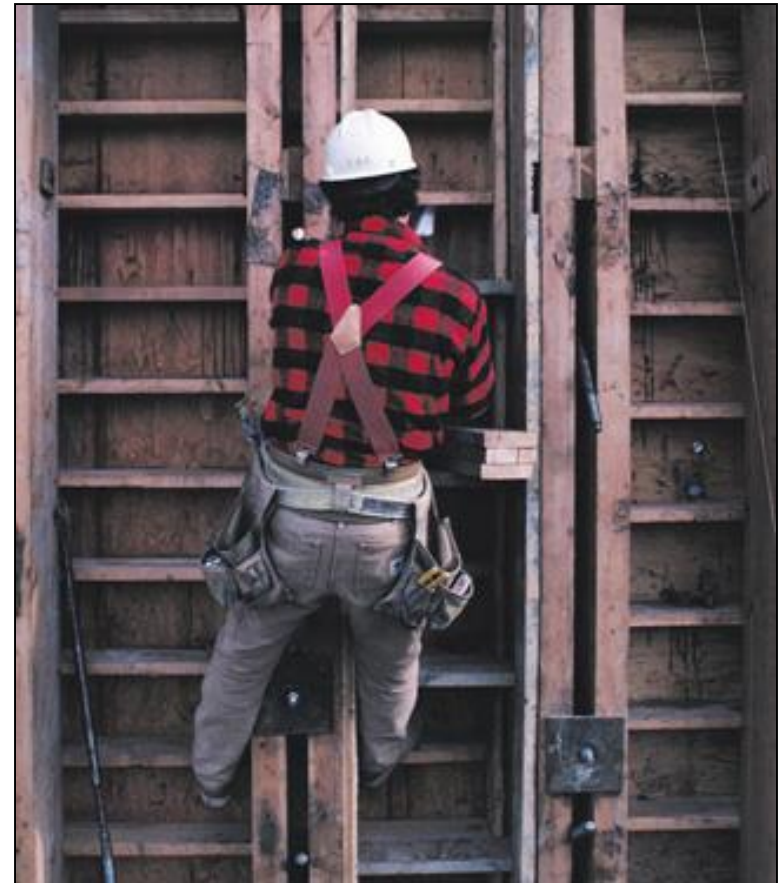
Prevent Trips

- 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?



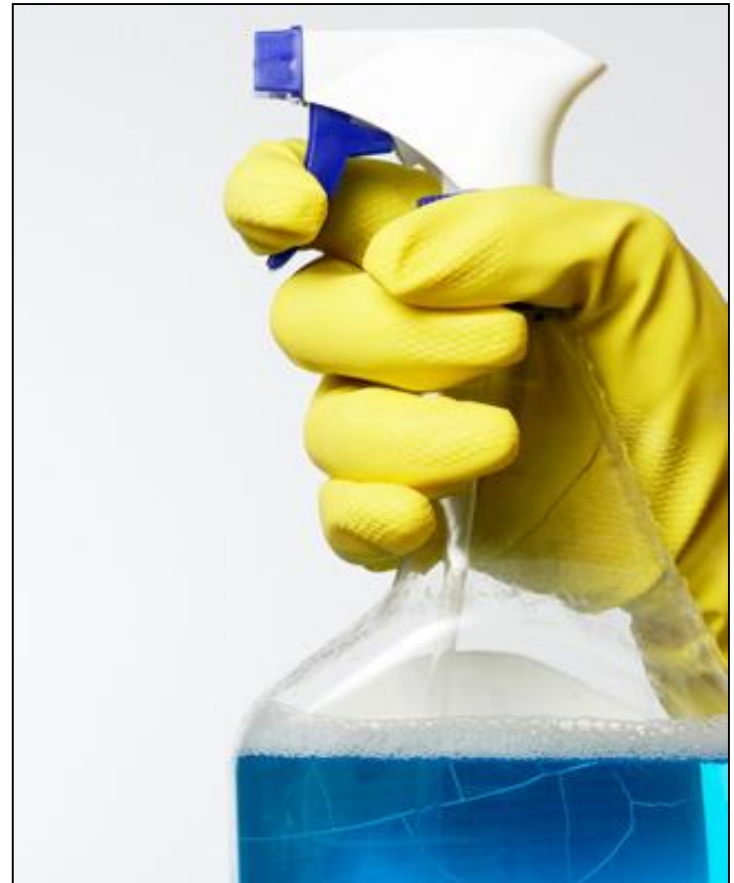
PPE Housekeeping

- 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



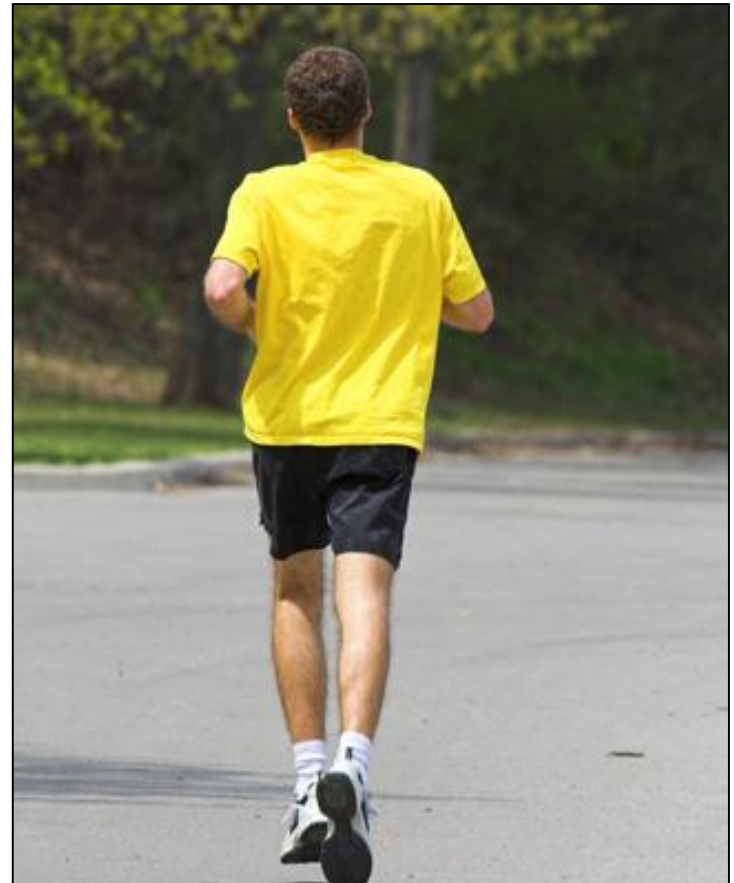
Lift and Carry Safely

- 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