

Workplace Housekeeping



When we hear the work “housekeeping” we typically think of chores that need to be done at home, however in a work setting, it means much more. Housekeeping is crucial to a safe workplace.

- Proper housekeeping can help improve productivity by preventing injuries
- Good housekeeping always makes great first impression for potential residents and other visitors
- Housekeeping requires that each worker do their part in this ongoing process practice

Tips for Effective Workplace Housekeeping

Fire Hazards

Following the precautionary housekeeping steps below will greatly reduce the likelihood of a fire:

- Do not allow unnecessary combustible materials to accumulate in the work area
- Keep combustible materials in the work area only in amounts needed for the job
- Combustible waste must be stored in covered metal receptacles and disposed of daily
- Store quick-burning, flammable materials in designated locations away from ignition sources
- Avoid contaminating clothes with flammable liquids, and if contamination occurs, change clothes
- Keep passageways, stairwells and fire doors free of obstructions
- Materials must be kept a minimum of 18 inches away from automatic sprinklers, fire extinguishers and sprinkler controls
- Clearance of 3 feet is required between piled material and the ceiling

Dust Control

Accumulation of dust and other airborne particles can cause a variety of problems and should be removed on a regular basis, to prevent allergic reactions, lung irritation and reduction in the life of electronic equipment.

Prevent Slips, Trips and Falls

Slips, trips and falls are one of the leading causes of nonfatal occupational injuries. To reduce injuries, surfaces including walkways, lobbies, storerooms, etc. must be clean, sanitary, dry and free of trip hazards at all times

Tracking Materials

To prevent tracking potentially hazardous materials – such as oil, metal shavings, wood splinters and glass shards - from one area to another, floor mats must be regularly cleaned and replaced as necessary.

Preventing Falling Objects

Items that are stacked whether it be reams of paper or boxes of light bulbs, must be stacked properly so they cannot fall and cause injury:

- The heaviest objects shall be stored on lower shelves
- Stack larger and heavier items at the bottom of the stack
- Stacks must be even as the slightest angle may cause the material to topple over
- Refrain from stacking objects in aisles

Material Storage

Storage areas must not have an accumulation of materials that present tripping, fire, explosion or pest hazards. Unused materials and equipment must be stored out of the way of workers. Storage spaces must be readily useable and designed in such a way where it can be used without having to stretch to reach materials.



Clutter Control

Workplace injuries such as lacerations, back strains and muscle sprains can be eliminated or reduced by ensuring there is enough room to move around without twisting your body, stepping over or slipping on materials

Return tools and materials to their storage place immediately after use

- Dispose of materials when no longer needed
- Aisles, stairways, emergency exits, electrical panels and doors must be kept clear at all times
- Empty trash receptacles before they overflow

Personal Protective Equipment (PPE)

When performing workplace housekeeping responsibilities, employees must always wear appropriate PPE. For example, gloves must be worn when cleaning up broken glass and safety goggles must be worn when sawing wood.

Frequency

Workplace housekeeping tasks must be performed at the following times:

- At the end of each day, each employee must clean their work area, and put tools their and equipment away
- Cleaning, organizing and disposal of unnecessary items must be done on a regular basis, and
- As spills or breakage occurs