

# GOOD HOUSEKEEPING AND SAFETY



Good housekeeping is an essential factor in a good safety program as it promotes safety, health and good employee morale. How a workplace looks makes an impression on employees and visitors alike. It projects order, care, and pride.

Good housekeeping practices include keeping desks and offices clean and clutter-free. In yards, tools and equipment should be clean and in good condition; hoses and cables or wires should be bundled when not in use. Broken glass should be cleaned up immediately with a broom and dustpan, never with bare hands. Be aware of open cabinet drawers, electric wires, sharp corners or protruding nails. Correct the unsafe condition if you are able and it is safe to do so, or notify the person responsible for overall maintenance that an unsafe condition exists and needs to be corrected.



Who is responsible for housekeeping?  
Housekeeping is everyone's responsibility.

Clean work areas and aisles help eliminate tripping hazards. Respecting "wet floor" signs and immediately cleaning up spills prevents slipping injuries. Keeping storage areas uncluttered reduces the chances of disease and fire as well as slips, trips, and falls. Accumulated debris can cause fires, and clutter slows movement of personnel and equipment during fires as well as during our daily activities.



Besides preventing accidents and injuries, good housekeeping saves space, time, and materials. When a workplace is clean, orderly, and free of obstruction, work can get done safely and properly. Workers feel better, think better, do better work, and increase the quantity and quality of their work. Good housekeeping is a vital part of safety. Just taking a little time to put things in their place can prevent many accidents and injuries.

