

Housekeeping

Refer to sign-in sheet for attendees (note: a separate meeting should be held with all absent employees).

1. Overview:

Everyone has heard the adage, “a place for everything and everything in its place.” Housekeeping aligns with this adage and is a broad term that refers to the routine maintenance and upkeep of a workplace. Housekeeping must be a fundamental part of every safety program. Good housekeeping reduces injuries and accidents, improves morale, reduces fire potential, and can even make operations more efficient. Regulatory agencies make reference to housekeeping in numerous standards. General housekeeping requirements are as follows:



2. Housekeeping:

- All passageways, storerooms, and service rooms must be kept clean and orderly and in a sanitary condition.
- The floor of every workroom must be maintained in a clean and, as much as possible, dry condition. Where wet processes are used, drainage must be maintained and false floors, platforms, mats, or other dry standing places should be provided where practicable.
- To facilitate cleaning, every floor, working place, and passageway must be kept free from protruding nails, splinters, holes, or loose flooring.
- Accumulations of flammable and combustible materials will be controlled so that they do not contribute to a fire emergency. Note: This housekeeping measure must be included in the site’s written fire prevention plan.
- Means of egress from the workplace must remain clear of obstructions at all times.
- Materials and equipment should be properly stored when not in use to prevent tripping hazards, or obstructing exit ways.
- Materials and equipment must not block access to electrical shutoff devices and fire hydrants, fire extinguishers, hose stations, emergency alarm stations and other emergency response equipment.
- Hand tools and other portable equipment when not in use should be stored on “shadow boards” to verify that all are present and not posing a hazard in the workplace.
- Ensure spills and releases of chemicals are reported immediately so they can be cleaned up in accordance with your employer’s procedures.
- Equipment and pipelines must be maintained and free leaks.
- Permanent aisles and passageways must be appropriately marked.

3. Control Measures:

- Housekeeping should be included in all processes, operations, and tasks you perform in the workplace.
- Everyone shares the responsibilities of keeping their work station and/or areas free from the accumulation of materials. Additional responsibilities may be assigned to custodial or specific departmental employees.
- Housekeeping levels are most easily maintained if they are completed throughout the day as needed. At the end of the shift all areas should be thoroughly cleaned in preparation for the next day or the following shift. Don’t leave it for the next person.

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4. Discussion:

- How does housekeeping reduce injuries and accidents?
- Explain how it might improve morale.
- Do you feel better when everything is in its place when you come to work? When you go home?

5. RECAP/REVIEW:

- Review your housekeeping procedures.
- When do you clean your work area?

6. Reminder:

- Safety is the responsibility of both management and employees!

Next Safety Meeting is scheduled for _____ and the topic will be _____.

Take Exam / Review Results

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