



Good housekeeping not only results in a cleaner workplace, but makes it safer as well! Good housekeeping promotes positive behaviours, habits and attitudes. A large number of workplace incidents can be attributed to poor housekeeping through the creation of additional hazards. Other hazards may be taken for granted if the sight of debris, clutter and spills are accepted at the worksite.

What is the purpose of workplace housekeeping?

Poor housekeeping can be a cause of incidents, such as:

- tripping over loose objects on floors, stairs and platforms
- being struck by falling objects
- slipping on greasy, wet or dirty surfaces
- striking against projecting, poorly stacked items or misplaced material.

What are some benefits of good housekeeping practices?

Effective housekeeping results in:

- reduced handling to ease the flow of materials
- fewer tripping and slipping incidents in clutter-free and spill-free work areas
- decreased fire hazards
- lower worker exposures to hazardous substances (e.g. dust, vapors)
- better control of tools and materials, including inventory and supplies
- more efficient equipment cleanup and maintenance
- better hygienic conditions leading to improved health
- more effective use of space
- reduced property damage by improving preventive maintenance
- improved morale and improved productivity (tools and materials will be easy to find).

PRACTICE
GOOD
HOUSEKEEPING
A PLACE FOR EVERYTHING AND
EVERYTHING IN PLACE

How do we implement an effective housekeeping program?

Effective housekeeping is an ongoing operation, it is not a hit-and-miss cleanup done occasionally. Cleaning and organizing must be done regularly, not just at the end of the shift. Integrating housekeeping into jobs can help ensure this is done.

- Clean up messes. Never let safety be someone else's job.
- Remove, repair and/or report housekeeping hazards.
- Never jeopardize someone else's health and safety by obstructing the access to exits, electrical panels or fire extinguishers.
- Avoid stringing cords, hoses or lines across walkways. Use "S" and "J" hooks and cable trees to keep lines out of walkways. If lines must cross walkways, cover the lines.
- Keep work areas clean and keep walkways and aisles clear.
- Clean up spills and leaks of any type quickly and properly.
- Clean and store tools, items and equipment properly.
- Fix or report broken or damaged tools, equipment, etc.
- Keep lighting sources clean and clear.
- Store flammables in approved clearly labelled storage areas.

Where and how do you think housekeeping can be improved?