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General Housekeeping

Effective housekeeping can help control or eliminate workplace hazards. Poor housekeeping practices frequently contribute to incidents.

Housekeeping includes: keeping work areas neat and orderly, maintaining halls and floors free of slip and trip hazards, removing of waste materials (e.g., paper, cardboard), and other fire hazards from work areas. Good housekeeping is also a basic part of incident and fire prevention.

Effective housekeeping is an ongoing operation: it is not a one-time or hit-and-miss cleanup done occasionally. Periodic "panic" cleanups are costly and ineffective in reducing incidents.

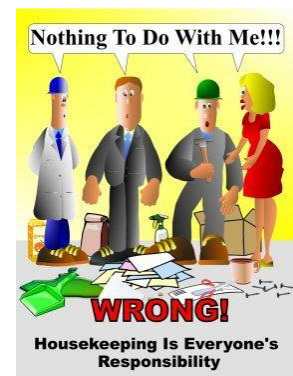
Poor housekeeping can be a cause of incidents, such as:

- tripping over loose objects on floors, stairs, and platforms
- being hit by falling objects or poorly stacked items
- slipping on greasy, wet, or dirty surfaces
- strain and/or sprain on tensed muscles
- cutting, puncturing, or tearing the skin of hands or other parts of the body on projecting nails, wire, or steel strapping

To avoid these hazards, a workplace must "maintain" order throughout a workday. This requires time management and planning from all workplace parties as a team to be successful.

Effective housekeeping results in:

- reduced handling to ease the flow of materials
- decreased potential fire hazards
- lower worker exposures to hazardous products (e.g. dusts, vapors)
- better control of tools and materials, including inventory and supplies
- more effective use of space
- reduced property damage by improving preventive maintenance
- improved morale
- improved productivity (tools and materials will be easy to find)
- reduces stress and anxiety for all workplace parties



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