



# Safety Tip of the Week

Your Safety Is Our Business®

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## Housekeeping

Effective housekeeping can eliminate some workplace hazards and help get a job done safely and properly. Poor housekeeping frequently contributes to accidents by hiding hazards that cause injuries.

Effective housekeeping is an ongoing operation. It is not a hit-and-miss cleanup done occasionally. Periodic "panic" cleanups are costly and ineffective in reducing accidents.



### Workplace housekeeping:

Poor housekeeping can be a cause of accidents such as:

- Tripping over loose objects on floors, stairs and platforms;
- Being hit by falling objects;
- Slipping on greasy, wet, or dirty surfaces;
- Striking against projecting, poorly stacked items or misplaced material; and
- 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. Although this effort requires a great deal of management and planning, the benefits are many.

### Good housekeeping habits:

- Remembering it is part of your daily job duties;
- Developing a routine cleaning schedule;
- Reporting overcrowding or unsafe conditions;
- Clearly marking physical hazards or areas of concern; and
- Cleaning as you go.

Safe housekeeping requires that each one of us be constantly on the lookout for hazards and take the necessary action to eliminate or control them.

**A place for everything...everything in its place!!**



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