



# Safety Tip of the Week

Your Safety Is Our Business®

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## Housekeeping for Safety

Lack of proper housekeeping on the job is one safety hazard common to all worksites. Good housekeeping is one item that can help improve not only the safety on the job, but also the morale and productivity of the job.

Housekeeping is everyone's responsibility, So, get in the habit of putting tools away in their proper place, cleaning up spills immediately, stacking cartons or parts neatly and safely, and picking up refuse and putting it in the proper waste containers. Do not allow trash cans to overflow. Remember, putting things in their proper place doesn't waste time—it saves time!



### General housekeeping rules to remember are:

- Clean up after yourself. Pick up your trash and debris and dispose of it properly, or place it where it will not pose a hazard to others. Institute a routine cleaning schedule.
- Keep your work area clean throughout the day. This will minimize the amount of time needed to clean a larger mess at the end of the day.
- Dispose of combustibles and flammables properly. If improperly discarded, they will increase the potential for a fire.
- Remove protruding nails and other sharp objects, or hammer them flat to prevent others from stepping on them or snagging themselves.
- Stack materials and supplies orderly and secure them so they won't topple.

### Summary:

The first and foremost results stemming from good housekeeping are safety and health, for both you and your co-workers.

Second, when good housekeeping becomes an ingrained habit and begins to happen naturally, the time and effort necessary to keep the workplace clean and safe is reduced.

**Remember: A Clean Worksite = A Safer Worksite!!**

