



SAFETY UNLIMITED, INC.

# Weekly Safety Meeting

## A Clean Worksite is a Safer Worksite

To some people, the word 'housekeeping' calls to mind cleaning floors and surfaces, removing dust, and organizing clutter.

In the workplace, 'good housekeeping' is the term used for keeping the worksite clean, neat, and free of hazards that can cause injury.

This isn't just a matter of appearances – it's a serious safety issue. In fact, we can easily earn OSHA's "seal of disapproval" – a citation for safety standard violations – for failure to practice good housekeeping.

There are, of course, other advantages to good housekeeping. A neat, clean workplace makes it easier to find things, which saves time and increases productivity. It's a more pleasant place to work, which improves morale.

**But remember, the real reason for good housekeeping is safety.**

Housekeeping does not just mean picking up your trash. It includes your entire work area.

- Are your extension cords laid out properly and out of the way of vehicle and pedestrian traffic?
- Are your work materials and equipment properly stored?
- Are they placed out of the way of your immediate work area?
- Do you have a clear access path to and from your work area?

### Results of Poor Housekeeping Practices:

- Injuries, when employees trip, fall, strike, or are struck by out-of-place objects;
- Injuries from using improper tools because the correct tool can't be found;
- Lowered production because of the time spent maneuvering over and around someone else's mess, and time spent looking for proper tools and materials;
- Time spent investigating and reporting accidents that could have been avoided;
- Fires due to improper storage and disposal of flammable or combustible materials and wastes;
- Substandard quality of finished products because of production schedule delays, damaged or defective finishes, ill-equipped employees, etc.;
- Lack of future work due to a reputation for poor quality; and
- "Wall-to-wall" OSHA inspections due to the poor "first impression" of the compliance officer.

## **General Housekeeping Rules to Remember Are:**

- Plan your work.
- 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.
- Clean up all oil spills as soon as possible to minimize spreading.
- Stack materials and supplies in an orderly manner and secure them so they won't topple.
- Do you value your health and safety? If you do, practice these general housekeeping rules.

An uncluttered workplace shows respect for those who work at your facility.

Help keep it that way!

## **Summary:**

Nobody said housekeeping safety is fun, but it's part of the job. Teamwork is the key to a clean work area and housekeeping safety. Everyone must do their part and realize that housekeeping is a shared responsibility. Remember that good housekeeping reduces accidents, improves morale, and increases efficiency. Most people appreciate a clean and orderly workplace where they can accomplish their tasks without interference or interruption.

**ASHES TO ASHES, DUST TO DUST...A CLEAN WORKPLACE IS A MUST!!**

