



# Weekly Safety Meeting

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## Housekeeping for Safety

Lack of proper housekeeping on the job is one safety hazard common to all construction projects until after final cleanup. 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 a very important part of your job. Not only does it improve the overall appearance of your shop or work area, it shows that you take pride in where you work.

The best way that you can help keep your workplace clean is to pick up after yourself! Don't leave it for the next shift or another worker to worry about.

Safety is an even more critical issue. If your housekeeping habits are poor, the result may be employee injuries or even death. How can such a "minor" issue have such serious consequences?

### Results of Poor Housekeeping Practice:

- Injuries, when employees trip, fall, strike or are struck by out-of-place objects;
- Injuries from using improper tools because the correct tool cannot be found;
- Lowered production because of the time spent maneuvering over and around poor housekeeping left by other individuals, and time spent looking for proper tools and materials;
- Time spent investigating and reporting accidents that could have been avoided;
- Fires resulting from 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, and ill-equipped employees; and
- Lack of future work due to a reputation for poor quality.

### General Housekeeping Rules to Remember:

- 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 collection of clutter 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 someone from stepping on them or snagging themselves.
- Stack materials and supplies in an orderly manner and secure them so they won't topple.

## Benefits of Good Housekeeping:

- Encourages efficiency;
- Utilizes space better;
- Keeps inventory at a minimum;
- Helps control property damage;
- Provides a good appearance of your facility and worksite, impressing the customer;
- Reflects a well-run organization;
- Encourages better work habits;
- Minimizes janitorial efforts; and
- Jobs are easier and working conditions are more pleasant.

## Summary:

Safe and healthy conditions result from establishing and maintaining good housekeeping practices.

***A CLEAN WORKSITE EQUALS A SAFER WORKSITE!!***

