



# Safety Tip of the Week

## 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. We should all be in the habit of securing our workplace tools and equipment in the proper storage places. We should also clean up spills immediately, stack materials using organized methods and remove and properly dispose of refuse in designated waste containers. Never allow container overflow to remain overflowing. Remember, placing materials in the proper places saves time!



### 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 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 in an orderly manner 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.

Secondly, when good housekeeping becomes a habit, occurring naturally, the workplace is cleaner and safer with less effort!

***A CLEAN WORKSITE IS A SAFER WORKSITE!!***