

GOOD HOUSEKEEPING CHECKLIST

A clean work site is less costly to operate, more productive and safer.

The importance of good "housekeeping" cannot be over-emphasized to protect your employees, co-workers, and customers. The condition of your workplace is a reflection of efficiency and safety. It's part of your reputation. Housekeeping is not limited to keeping the place clean; it is also concerned with keeping equipment and materials in good repair and in their proper place. Good housekeeping is essential to preventing losses or injuries.

Preventing accidents can be easy

Many accidents can be prevented through good housekeeping. Here are a few common ones:

1. Tripping over loose objects on floors, stairs and platforms.
2. Slipping on wet, greasy or dirty floors.
3. Bumping against projecting or misplaced material.
4. Puncturing or scratching hands or other body parts on protruding nails, hooks, or rods.
5. Injuries from falling objects.
6. Mistaking the contents of an unmarked container of material.

Unfortunately, there aren't any short cuts to good housekeeping. No one likes to work in a dirty, cluttered place, so everyone has to be responsible for keeping the surrounding areas neat and safe.

Checklist

1. Are aisles clear and free from obstructions, loose flooring, etc.?
2. Are stairs and ramps free from obstructions? Are handrails and stair treads in good repair?
3. Do floors give good traction?
4. Have scrap materials accumulated in work areas?
5. Are hand and power equipment not currently in use put away?
6. Are there leakages, either from overhead or elsewhere that are causing hazards?
7. If first aid materials are kept on hand, are they sanitary, fresh and in ample supply?

It is easier, safer and more efficient to prevent a mess than to clean it up after it happens.

Thought Provokers

1. What conditions can you think of at our workplace that could cause an accident?
2. Can any of you tell of other injuries, which you know of, that were caused by poor housekeeping?
3. Are there any specific points or problems you wish to discuss?