

# Good House Keeping

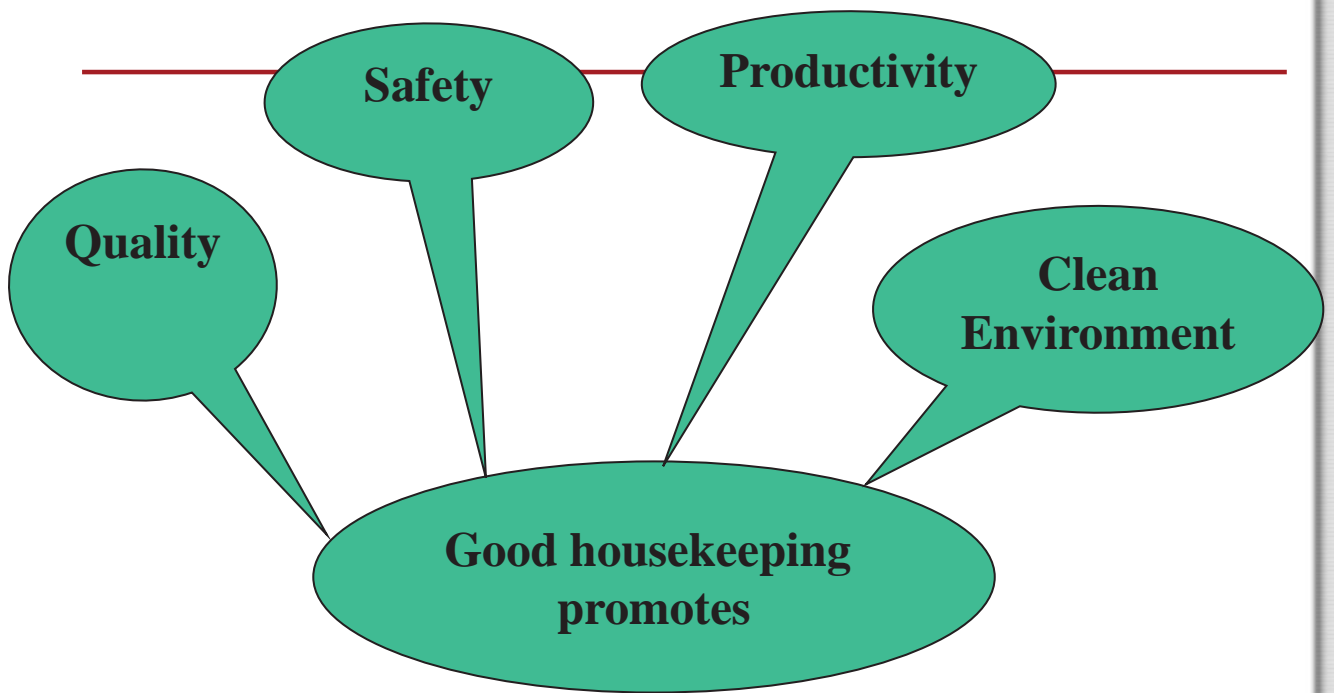
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## What You Need to Know

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- Benefits of good housekeeping
- Costs of poor housekeeping
- Housekeeping responsibilities
- Good housekeeping habits
- Common housekeeping hazards
- How to eliminate housekeeping hazards and prevent accidents

# Why good housekeeping?



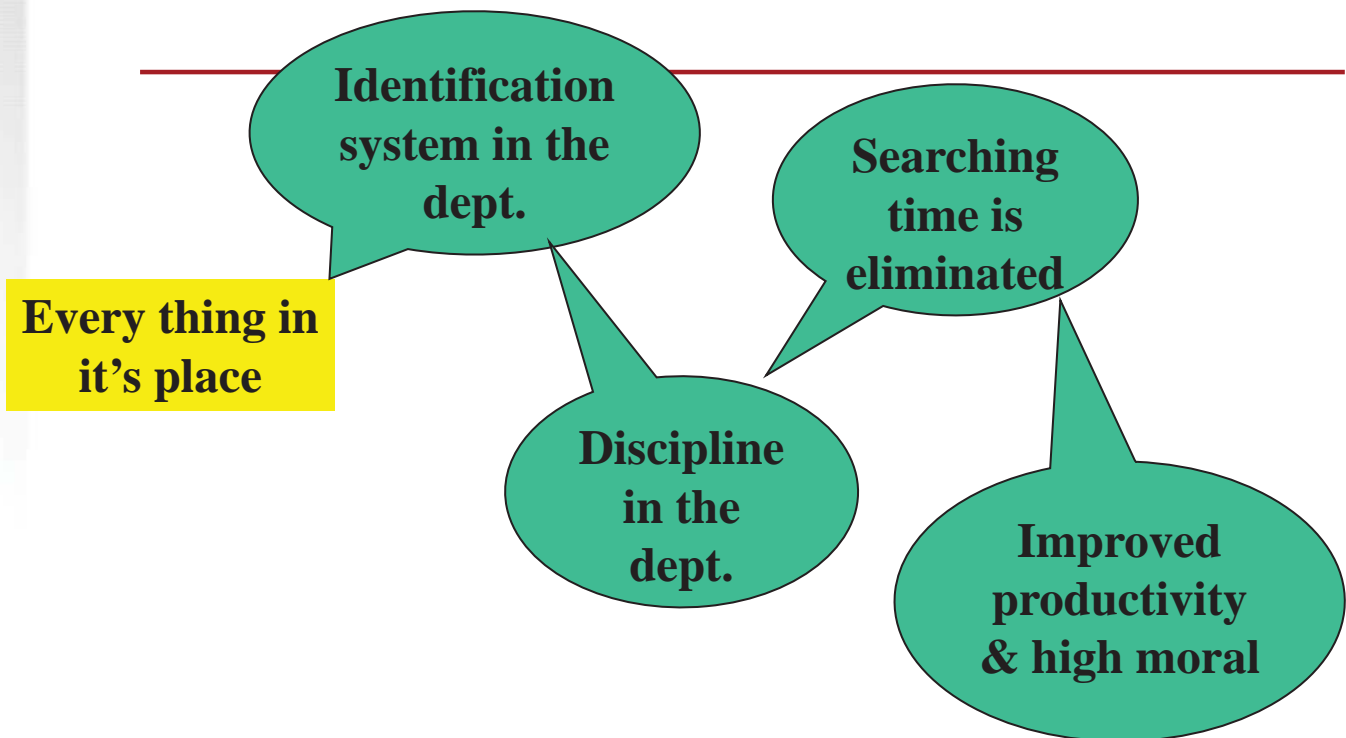
# How does good housekeeping help?

5.1.4



# How does good housekeeping help?

5.1.5



## Benefits of Good Housekeeping

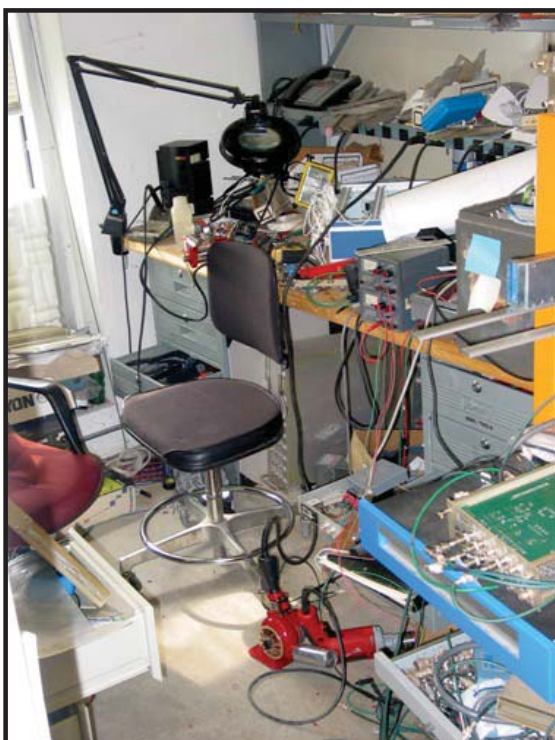
- Eliminates accident and fire hazards
- Maintains safe, healthy work conditions
- Saves time, money, materials, space, and effort
- Improves productivity and quality
- Boosts morale
- Reflects a well-run organization

# Signs of poor housekeeping

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- Poorly arranged work areas
- Untidy or dangerous storage of materials
- Dusty, dirty floors and work surfaces
- Items that are in excess or no longer needed
- Tools and equipment left in work areas instead of being returned to proper storage places
- Broken containers and damaged materials
- Overflowing waste bins and containers
- Spills and leaks.

## Poor Housekeeping



# Costs of Poor Housekeeping

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- Slips, trips, and falls
- Fires
- Chemical and machine accidents
- Injuries from electrical problems
- Collisions and falling objects
- Health problems



# Good Housekeeping Habits

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- Make time for housekeeping
- Evaluate your workspace
- Remove hazards before starting work
- Turn equipment off after using it
- Clean up as you go
- Never ignore a safety hazard

# Daily Housekeeping Checklist

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- Floors
- Aisles
- Workstation
- Equipment
- Storage
- Waste disposal

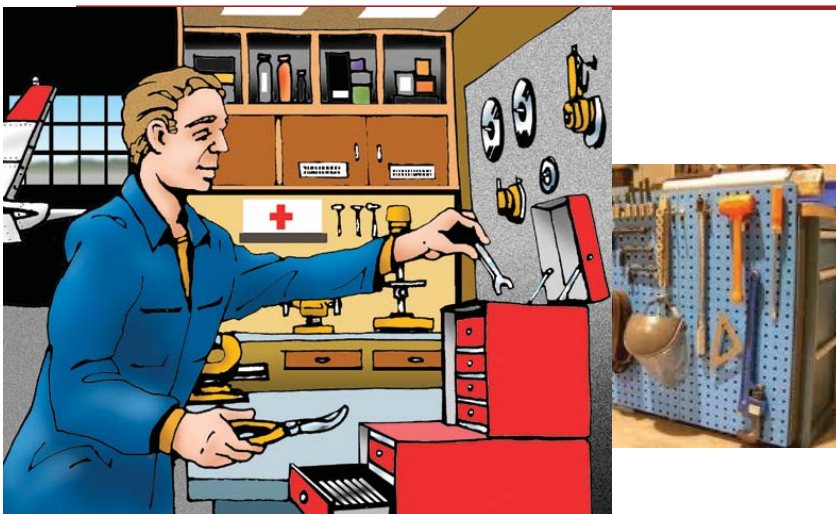


# Methods of Improving Housekeeping

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- Keep work areas clean.
- Keep exits and entrances clear.
- Keep floors clean, dry and in good condition.
- Stack and store items safety.
- Store all work materials in approved , clearly labelled containers in designated storage areas only.
- Use proper waste containers.

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- Keep sprinklers, fire alarms and fire extinguishers clear.
  - Clean up spills and leaks of any type quickly and properly.
  - Fix or report broken or damaged tools , equipment, etc.
  - Keep lighting sources clean and clear.
  - Follow maintenance requirements.





# Good Housekeeping Makes Good Sense

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- Do you understand the information presented so far?





# Injuries from Slips, Trips, and Falls

- Strains and sprains
- Torn ligaments
- Broken bones
- Back or spine injury
- Death



# Prevent Slips

- Clean up spills
- Repair leaks
- Pick up objects
- Sweep up debris
- Wear slip-resistant shoes



# Prevent Trips

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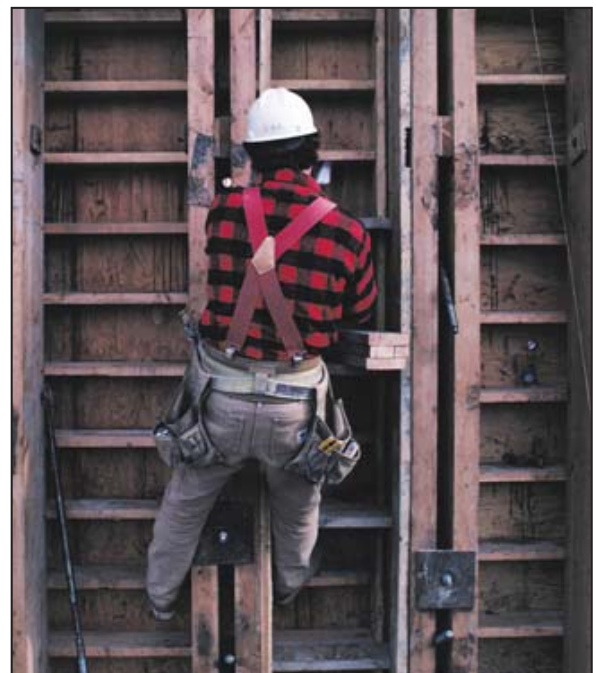
- Clean up straps and bands
- Put away electrical cords and air hoses
- Don't stack items in walkways
- Keep drawers closed
- Be careful when you carry objects
- Put away tools



# Prevent Falls

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- Be careful on stairs
- Use ladders safely
- Replace fall protection chains or barriers
- Use fall arrest equipment when required



# Fire Prevention

- Store flammable and combustible liquids in proper containers
- Keep reactive chemicals separated
- Prevent the accumulation of combustibles
- Keep combustibles away from electrical equipment and hot machinery



# Exits and Fire Equipment

- Keep evacuation routes clear
- Don't block emergency exits
- Make sure fire extinguishers are accessible
- Ensure that electrical panels can be opened



# Chemical Safety

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- Make sure containers are properly labeled
- Inspect containers for signs of damage
- Wear required PPE
- Follow safe storage and handling procedures
- Clean up spills

# Machine Safety

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- Keep the area around machines clear
- Inspect machines before use
- Make sure all guards are operating
- Follow lockout/tagout procedures
- Clean machines and put away tools



# Electrical Safety

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- Keep heaters and furnaces clear
- Inspect electrical cords before use
- Don't overload outlets or circuits
- Keep combustibles away from electrical equipment
- Keep electrical equipment clean

# Prevent Cuts, Bumps, and Scrapes

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- Don't leave objects sticking out
- Pad head hazards
- Clean up broken glass immediately
- Properly store blades and sharp tools
- Properly discard old blades
- Keep utility knives sheathed or retracted

# Good Housekeeping Eliminates Hazards

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- Do you understand the information presented in the previous slides?



# PPE Housekeeping

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- Inspect PPE before each use
- Clean PPE regularly
- Store PPE properly
- Replace PPE when necessary



# Use the Right Equipment for Housekeeping Tasks

- PPE
- Brooms, vacuums, mops, and sponges
- Cleaning rags
- Cleaning compounds



# Lift and Carry Safely

- Check your route of travel
- Get a good grip
- Lift with your legs, not your back
- Make sure you can see over the object you're carrying
- Watch where you're going



# Good Personal Housekeeping

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- Eat well and exercise regularly
- Get enough sleep
- Take time to relax
- Never work or drive under the influence of alcohol or drugs



# Key Points to Remember

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- Good housekeeping helps prevent workplace fires and accidents
- Keeping the workplace neat, clean, and safe is everyone's responsibility
- Keep alert to housekeeping hazards
- Eliminate or report hazards you identify anywhere in the facility