

Location: _____ Instructor: _____ Date/Time: _____

TOPIC C122: HOUSEKEEPING

Introduction: We're constantly looking for ways to work better and faster. One way to save time is by keeping a clean and orderly work area. A scheduled cleanup, once a week, is a good idea, but it's not enough to guarantee safety.

Housekeeping is a job that must be part of the workday-all day. We have to pick up, throw out and put away as we go. Housekeeping is everyone's responsibility. Don't wait for someone else to clean up or to tell you to clean up. No matter who left it there, pick it up, and put it in a safe place. Let's review some basic housekeeping guidelines.

General Guidelines:

- Never leave trash, garbage or debris lying around your work area. If garbage, trash, and debris is going to accumulate, identify a waste disposal area and put all trash, garbage, and hazards in the designated area
- Clean up any spills or leaks immediately to eliminate the risk of slip, or fall injuries
- Make sure that any cords or trip hazards aren't left in aisles or walkways or where individuals could injure themselves
- Dispose of any unusable parts or material that accumulate in you work area
- Remove boxes and other hazards from aisles, walkways or stairways
- Make sure exits are never blocked or locked
- Watch out for accumulation of fire hazards such as greasy rags, chemicals, and electrical hazards
- Ensure that any flammables or hazardous chemicals are stored and disposed of properly
- Never leave hazards exposed. If necessary, install barriers, signs, and warnings
- Ensure that all machine and equipment guards are in place and secure
- Keep toolboxes and tool cribs neat, clean and orderly
- Keep storage areas clean and organized
- Never leave sharp tools unattended or sharp edges exposed
- Clean up any glass, nails or other laceration/puncture hazards immediately
- Make sure all floor holes or openings are guarded by a cover, grating or guardrail on all sides.
- Make sure grates or similar covers over drains or other floor openings are made so that foot traffic or rolling material handling equipment won't be caught in the grate spacing
- Make sure toeboards are installed around the edges of a permanent floor opening to prevent things from falling onto an area where people may be working or travelling below the opening

Conclusion: It's important to promote a positive image for both yourself and the company. Good housekeeping is a sign of organization, looks professional, saves time, improves moral, and reduces accidents. Practice good housekeeping at your place of business.

Employee Attendance:(Names or signatures of personnel who are attending this meeting)

These guidelines do not supersede local, state or federal regulations, and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.