



“Because Safety Starts With You!”

# Safety Source



## Workplace Housekeeping

To some people, the word “housekeeping” calls to mind cleaning floors and surfaces, removing dust, and organizing clutter. But in a work setting, it means much more. Housekeeping is crucial to safe workplaces.

The practice extends from traditional offices to industrial workplaces, including factories, warehouses and manufacturing plants that present special challenges such as hazardous materials, combustible dust and other flammables. Experts agree that all workplace safety programs should incorporate housekeeping, and every worker should play a part. Here are some tips for effective workplace housekeeping:

### Prevent slips, trips and falls

- Report and clean up spills and leaks
- Keep aisles and exits clear of items
- Consider installing mirrors and warning signs to help with blind spots
- Replace worn, ripped or damaged flooring
- Consider installing anti-slip flooring in areas that can’t always be cleaned
- Use drip pans and guards
- Eliminate slippery conditions, such as snow, ice, oil and grease from walkways and working surfaces as necessary

### Prevent falling objects

Recognizing existing and potential hazards and developing safe habits will help create a safer, more productive work environment.

- Shut file cabinet drawers when not in use
- Open one filing cabinet drawer at a time to prevent a tip-over
- Store heavy objects close to the floor and out of walkways
- Store tools, equipment and materials properly to prevent falling or sharp edges being exposed
- Stack materials to prevent sliding, falling or collapsing

### Benefits of good housekeeping practices

According to OSHA, good housekeeping implies that a workplace is kept in an organized, uncluttered, and hazard-free condition. Safe work environments lead to healthier workers, higher worker morale, and increased productivity.