



GOALS

This safety session should teach employees to:

- Realize that good housekeeping is a safety requirement.
- Know how to identify and eliminate housekeeping hazards.

Applicable Regulations: 29 CFR 1910.141(a)(3), .22(a), .106(e)(9), .176.(c)



1. The Occupational Safety and Health Administration (OSHA) makes good housekeeping a workplace safety requirement.

OSHA regulations have such housekeeping requirements as:

- Keeping workplaces “clean and orderly and in a sanitary condition to the extent that the nature of the work allows”
- Maintaining floors “so far as practicable, in a dry condition”
- Keeping floors, working places, and passageways “free from protruding nails, splinters, loose boards, and unnecessary holes and openings”
- Keeping aisles and passageways “clean and in good repair, with no obstruction across or in aisles that could create a hazard”
- In areas that contain flammable liquids:
 - Keeping combustible wastes “to a minimum, stored in covered metal receptacles and disposed of daily”
 - Keeping outside grounds around buildings “free of weeds, trash, or other unnecessary combustible materials”

2. Keep work areas neat, organized, and safe.

- Don't leave tools, materials, boxes, cords, cables, or air hoses on the floor.
- Report loose floorboards, holes, or other floor problems that could cause tripping.
- Clean up all spills immediately; they are slipping hazards.
 - Clean up small chemical spills according to safety data sheet (SDS) and company procedures.
 - Alert trained responders to larger spills immediately.
 - Clean up nonchemical spills (coffee, water, etc.) immediately.
- Never place materials in aisles and passageways or on stairs.
 - They're tripping hazards and can block emergency equipment and evacuation routes.
- Stack materials carefully so they don't fall over or block access to sprinklers.
- Have a place to keep all tools and materials, and put them there whenever you're not using them.
 - Don't leave sharp tools lying around with their edges exposed.
 - Keep tools and equipment away from table or shelf edges, so they won't fall.
- Keep all drawers closed when they're not in use.
- Avoid keeping food and beverages in the work area.
 - They can spill or fall and cause slipping and tripping hazards.
 - They may be contaminated by chemicals.



3. Prevent flammables, combustibles, and electrical equipment from causing fires.

- Keep all containers of flammable liquids closed when not in use.
- Dispose of all combustible scrap, such as oily rags, in approved, closed metal containers.
 - Be sure all containers are labeled.
- Dispose of paper and other trash promptly; empty containers often.
- Don't let grease or dirt build up on machinery and equipment.
- Keep paper and other combustibles away from lights and electrical equipment.
- Smoke only in permitted areas.
 - Put all cigarettes and matches completely out in ashtrays.

4. Take responsibility for identifying and eliminating hazards.

Every employee has a personal responsibility to:

- Keep his or her own work area neat, clean, and safe.
- Keep aisles, passages, and stairways clear and uncluttered.
- Put tools and materials away in their assigned places when they're not being used.
- Report anything that's broken or not working properly so it can be fixed.



DISCUSSION POINTS:

Conduct this session in the work area, where you can point out (and have participants point out) good and bad examples of safe housekeeping practices.



CONCLUSION:

- Good housekeeping is a vital part of safety.
- OSHA requires neat, clean workplaces because they're safer. Just taking a little time to put things in their place can prevent many accidents and injuries.



TEST YOUR KNOWLEDGE:

Have your employees take the Good Housekeeping Practices quiz. By testing their knowledge, you can judge their understanding of how to prevent these accidents and whether you need to review this important topic again soon.



GOOD HOUSEKEEPING PRACTICES QUIZ

- 1. The Occupational Safety and Health Administration (OSHA) requires keeping all workplaces:**
 - a. As clean and sanitary as a hospital
 - b. Clean, orderly, and sanitary
 - c. Just neat enough to find tools or materials
- 2. Leaving tools in aisles could create:**
 - a. A tripping hazard
 - b. A chemical spill
 - c. Additional storage space
- 3. If you use flammable liquids, OSHA requires placing wastes that could burn in:**
 - a. Wastebaskets
 - b. Plastic bags
 - c. Covered metal containers
- 4. If you spill coffee, water, or other nonchemical liquids on the floor, you should:**
 - a. Clean up the spill immediately.
 - b. Call maintenance.
 - c. Ignore it.
- 5. When you stack materials, you should make sure they:**
 - a. Can't tip over, slide, or collapse
 - b. Reach the ceiling
 - c. Have an safety data sheet (SDS)
- 6. It's best not to keep food or beverages in your work area.**
 - a. True
 - b. False
- 7. Keep paper and other materials that could burn away from:**
 - a. Drawers
 - b. Lights and electrical equipment
 - c. Hand tools
- 8. After using a sharp tool, you should:**
 - a. Replace it in its proper location.
 - b. Label it.
 - c. Stand it up.
- 9. Good housekeeping is the responsibility of:**
 - a. Safety committee members only
 - b. Maintenance employees only
 - c. All employees
- 10. When you see a hazard in the work area that you can't eliminate, you should:**
 - a. Try to remember it.
 - b. Report it.
 - c. Ignore it.

When you have completed this quiz, turn it in to your supervisor.

Name: _____

Date: _____



Safety **Good Housekeeping** Trainer **Practices**

ANSWERS TO GOOD HOUSEKEEPING PRACTICES QUIZ

1. b. Clean, orderly, and sanitary.
2. a. A tripping hazard.
3. c. Covered metal containers.
4. a. Clean up the spill immediately.
5. a. Can't tip over, slide, or collapse.
6. a. True.
7. b. Lights and electrical equipment.
8. a. Replace it in its proper location.
9. c. All employees.
10. b. Report it.