



HOUSEKEEPING

'KEEPING HOUSE' AT WORK



This discusses the importance of good housekeeping in the workplace to prevent injuries.

Materials to have on hand:

- Provide examples of real-life injuries in the workplace as a result of poor housekeeping practice
- Company policy concerning good housekeeping

Items for attendees to consider during talk:

- Do you know what good housekeeping is?
- Can you think of some hazards associated with poor housekeeping?

TALK

Most of you probably have had to help with the housecleaning chores at some time or another, so no doubt you all agree that good housekeeping practices are important in the home.

Good housekeeping is a key duty on the job, too. The orderly arrangement of work areas is vital to the safety of all workers, regardless of whether they are involved with machines and tools or with appliances and furniture.

Poor housekeeping can be a cause of accidents.

Falls often happen from tripping over loose articles such as tools left in aisles and work areas. Tripping hazards also exist where there are loose floors or

ripped carpets, or even trash left on the floors or in stairways.

The company has placed trash receptacles in several areas, so there is no excuse for wastepaper, soda bottles, or other materials being thrown on the floor.

A word of caution—if a bottle smashes on the floor, don't attempt to pick up the glass with your bare hands. Wear gloves, or sweep up the pieces. Use the same procedure for cleaning up nails and other sharp objects.

During periods of rain and snow, you and your co-workers will likely track water into the building. Wet floors cause slips and falls. They should be cleaned up as soon as possible, regardless of who was responsible for the mess.

Let's face it, your job is much easier to do when your work area is kept neat. Keep your tools and equipment off the floor and stored in the proper places. This not only reduces tripping hazards but also protects the equipment you use to earn a living.

Did you ever go to the closet at home to get your umbrella and have to pull it out from under a large pile of stuff? Things start falling all over.

The same principles apply when storing materials or equipment on the job. Poorly stacked items can fall and injure you or a coworker. Take time to make the stacks neat—and not too high. If possible, keep the little-used items at the back or bottom, leaving articles that are needed most often readily accessible.

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Talk Date: _____

Location: _____

Supervisor/ _____

Presenter: _____

Attendees: _____

Comments: _____