

What is housekeeping for safety?

Housekeeping for safety means having no unnecessary items about and keeping all necessary items in their proper places.

What's so important about housekeeping for safety?

Think about what could happen if a bunch of oily rags suddenly caught fire, or in an emergency, employees couldn't get out of the work area safely because aisles were cluttered or exits were obstructed.

What are the benefits of housekeeping for safety at work?

Housekeeping for safety can:

- Eliminate clutter (a common cause of accidents, such as slips, trips, and falls)
- Improve productivity (the right tools and materials for the job will be easy to find)
- Make the best use of space

What are some signs of poor housekeeping?

- Dangerous storage of materials (materials stuffed in corners or overloaded shelves)
- Blocked or cluttered hallways, aisles and exits
- Dusty, dirty floors and work surfaces
- Items in excess or no longer needed;
- Tools and equipment left in work areas instead of being put away
- Broken containers and damaged material
- Spills and leaks that are not immediately cleaned up

How to improve housekeeping for safety in your workplace

- Schedule a regular time for cleaning (for example, every first Monday)
- Set housekeeping standards for your shop/zone
- Measure how well the standards are met. Remember: what gets measured gets done.

Whether your workplace is an office or a shop:

- Report unsafe conditions to supervisors or service office as appropriate
- Follow safe work procedures
- Keep work areas clean
- Keep exits, entrances and aisles clear, especially emergency exits
- Keep floors clean, dry and in good condition
- Stack and store items safely
- Store materials in clearly labelled containers in designated storage areas
- Dispose of excess
- Keep sprinklers, fire alarms and fire extinguishers clear
- Clean up spills and leaks quickly and properly
- Clean and store tools, items and equipment properly or return to the tool room
- Fix or report broken or damaged tools, equipment, etc. as appropriate
- Report burned out lighting promptly