



## HOUSEKEEPING ELEMENTS OF A POWERFUL HOUSEKEEPING PROGRAM

A thorough housekeeping program is the foundation for a safe work environment. The implementation of the housekeeping program can help prevent and/or reduce the severity of an incident.

### Elements of good housekeeping

- Cleanliness of a work environment (walk/work areas):** Keep work environments free from slipping or tripping hazards especially in critical walking and working areas.
- Safe line management:** Establish a safe plan for setting or running hoses, electrical cords, piping, etc., which minimizes the potential for a slip, trip, or fall.
- Arranging/staging of tools and equipment:** Store tools and equipment after use to avoid tripping hazards.
- Clearing of job waste, cleaning up messes and spills:** Clean up spills immediately and keep a regular cleaning schedule.
- Proper illumination provided in the work environment.
- Arranging/storing/stacking job materials, boxes, equipment properly.
- Regular job-specific safety inspections that focus on housekeeping.

### Benefits of good housekeeping practices

- Fewer tripping and slipping incidents in a work environment.
- Decreased fire hazards.
- Better quality control of materials, tools, and overall inventory of supplies.
- More efficient equipment cleanup and maintenance.
- Better hygienic conditions leading to improved health.
- More effective use of space.
- Improves morale and thereby improves productivity.

### How is good housekeeping maintained?

- Clean up during the shift (throughout the day).
- Day-to-day cleanup including waste disposal.
- Removal of unused material.
- Inspection to make sure worksites are free from slip, trip, and fall hazards, cleanly maintained, and well-illuminated.

Remember to LOOK today!

