

# KELLER'S 5-MINUTE SAFETY TALKS

## Housekeeping

### Overview

OSHA requires that the workplace be kept clean and orderly in order to reduce the chance of accidents.

An uncluttered workplace is essential to worker safety. Industrial housekeeping must also include proper arrangement and storage of materials and goods.

### Housekeeping hazards

Poor housekeeping habits can lead to:

- Poor attitudes toward safety.
- Slips, trips, or falls due to slick, wet, or poorly maintained walking and working surfaces.
- Tripping hazards from improperly stored materials in walkways and work areas.
- Falls from holes in walking and working surfaces, uneven flooring, uncovered pits or drains, or falls from boxes or pallets being used as walking or working surfaces.
- Accidents caused by overhanging or protruding materials, poorly stacked pallets, or improperly stored materials.



### Benefits of good housekeeping

Industrial housekeeping is more than sweeping the floor and cleaning up the break room. Industrial housekeeping also refers to keeping tools and equipment in order and in their assigned places. The benefits of good housekeeping include:

- Better morale and improved safety culture.
- Reduced chance of fire and accidents.
- Making working easier for everyone.
- Reduction in the amount of cleanup and janitorial work needed.
- Creates a well organized work space.
- Reflecting an image of a professional, well-run workplace.

### What are my employer's housekeeping procedures?

Your employer has policies and procedures regarding industrial housekeeping. Your employer will explain:

- The company housekeeping program.
- How the program functions and is run.
- The daily clean-up policy.
- Inspection and supervision in regards to housekeeping.

### HOUSEKEEPING HANDOUT#1