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WORKPLACE HOUSEKEEPING

Workplace housekeeping calls for keeping work areas, hallways, storage spaces, stairwells, bathrooms, break rooms and offices clean and safe. It includes insuring that these areas are neat and orderly; cleared of slip, trip, and fall hazards; and free from fire and chemical dangers.

In addition to reducing the chance of injury, a clutter-free space is a more efficient, healthy and pleasant place to work. Supplies, clean equipment and tools that are easily found save you time and trouble. Working in a clean and orderly space is simply safer and more enjoyable.

WORKPLACE HOUSEKEEPING CHECKLIST

- ✓ Floors are clean, dry and free of hazards
- ✓ Unnecessary tools, equipment, parts and materials are removed from the work area.
- ✓ Personal items are stored safely and properly out of the way.
- ✓ Exits, walkways and work areas are clear of obstructions.
- ✓ Trash and scraps are placed in the proper receptacles.
- ✓ Hazardous materials are well marked and stored safely.
- ✓ Flammable materials are kept away from heat sources and electrical equipment.
- ✓ Tools are cleaned and put away.

Remember that tidiness and organization contribute to both safety and efficiency. Good housekeeping is a habit practiced throughout the day.

Content Source: Occupational Health and Safety Administration (OSHA)) (Users of Safety Talk are advised to determine the suitability of the information as it applies to local situations and work practices and its conformance with applicable laws and regulations).

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