

Housekeeping

One of the main causes of workplace injuries and illnesses is poor housekeeping practices. Good housekeeping requires a daily effort from everyone and helps improve how workers, customers, visitors, and contractors perceive a company's safety commitment, this can affect your company's reputation. Good housekeeping can also significantly reduce incidents, improve productivity, work contentment, and reduce work-related stress.



What is Housekeeping?

Daily housekeeping is activities that create or maintain a clean, tidy, orderly, and safe workspace.

What Workplace Areas should be Targeted?

All areas should be included in housekeeping efforts as poor housekeeping injuries could happen anywhere.

Specific attention should be given for:

- Emergency Equipment – blocked access to eyewash stations, pull stations, first aid kits, AEDs, sprinkler systems, etc.
- Spills and Debris – creating slips, trips, and fall hazards
- Walkways – restricting movement and access
- High Hazard Areas – backroom, shop, stairs, storage room, yard, parking lot, mezzanine, electrical room, etc.

What's the Danger?

Poorly kept workplaces with clutter, debris, and spills can cause employees, contractors, customers, and visitors to slip, trip, fall, walk into, or be hit by falling objects which can cause minor to severe injuries. Cramped workspaces can also lead to an increase in Musculoskeletal Injuries (MSIs) with restricted space to lift, carry and maintain a safe working position while sitting or standing.

DID YOU KNOW?

That cleaner workplaces lead to improved health, increase worker morale, and reduces stress from work



Safety Tips

- ✓ Inspect and keep your work area clean daily including all departments, common areas, and walkways
- ✓ Immediately clean up all spills and debris and keep cleaning and sweeping throughout the day
- ✓ Stack and store items safely, secure, flush with racking, store pallets flat and minimize stacking height
- ✓ Store all tools, ladders, chemicals, gas cylinders, and equipment in designated areas when not in use
- ✓ Secure ladders and gas cylinders with chains and store equipment correctly (i.e., forks down, out of walkways)
- ✓ Prevent fires by:
 - disposing all flammable debris, cardboard, and removing pallets around the building
 - disposing flammable waste into flammable waste containers (i.e., oily rags)
 - storing flammable liquids in flammable cabinet
- ✓ Keep all emergency exits and equipment, walkways, stairs, and mezzanine clean and accessible.
- ✓ Clear and de-ice parking lots and building entrances from snow, ice, and debris.
- ✓ Report missing signage or burnt-out lighting or add signage in problem areas.
- ✓ Immediately report all near misses, hazards, or areas unable to be immediately cleaned or corrected.
- ✓ Remember “a place for everything and everything in its place”

Demonstrate

Demonstrate your commitment to improving workplace conditions by cleaning up debris daily and returning items to their designated area when not in use.

Demonstrate your safety commitment by inspecting your workspace daily.

Demonstrate your commitment to improving morale in the workplace by cleaning up common areas or public spaces.

Discussion

Where are the most common housekeeping issues in the workplace?

Where are ladders and equipment stored?

What is the procedure for cleaning up spills?

Are areas marked around eyewash stations and emergency exits to prevent storage in these areas?



Manitoba Workplace Safety and Health Act and Regulation

Section 4(1)(a) – General duties of employers
Part 2.14 – Clean and sanitary workplace

Workers Involved in this Safety Talk

Date: _____

Name	Signature

Name	Signature

Notes
