



Housekeeping shouldn't just happen at home.

Poor housekeeping can create hazards that cause workplace accidents and lead to injuries. Good housekeeping eliminates those hazards, allowing jobs to be completed safely and properly.

Housekeeping includes:

- Keeping work areas neat.
- Making sure halls and floors are free of slip and trip hazards.
- Removing waste materials (e.g., paper and cardboard) and other fire hazards from work areas.

It also requires paying attention to important details:

- Workplace layout
- Aisle marking
- The adequacy of storage facilities
- Maintenance

Good housekeeping is a basic part of accident and fire prevention. Integrating housekeeping into jobs helps make sure a safe and clean work environment will be maintained.

Elements of an effective housekeeping program:

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| ▪ Dust and dirt removal | ▪ Light fixtures |
| ▪ Bathrooms | ▪ Storage |
| ▪ Maintenance | ▪ Aisles and stairways |
| ▪ Spill control | ▪ Surfaces, including floors and walls |
| ▪ Tools and equipment | |
| ▪ Waste disposal | |



Immediately report all injuries to your supervisor.

By reporting the injury in a timely manner, you can receive the care you need and allow your employer to address any safety concerns that may have contributed to the incident. This can help prevent future, perhaps serious, injuries to you and your co-workers.