

Safety Bulletin: Good Housekeeping

August 2025

Attention: School Site Principals and Staff, M&O, Custodial, Risk Management

Good housekeeping is a safety issue. When your work area is clean and neat, you can find what you need and do your job efficiently. It makes it easier for custodial and maintenance staff to do their job too. It also allows for quick access to get out in case of emergency. Set yourself up for a safe and enjoyable school year.

Identifying Hazards:



- Trip and fall hazards are anything on the floor that does not belong there. Pathways must be kept clear.
- Objects that can hit you or you can bump into are common problems. Open cabinets, doors, and materials precariously balanced on other materials are accidents waiting to happen.
- Stacks of papers or other combustibles are a fire hazard. Excessive paper also contributes to indoor air quality problems.
- Cleaning supplies and other chemicals are to be stored in cabinets that are out of reach or locked.

Good Housekeeping Checklist:



- Keep food and drinks out of the work area.
- Throw away trash promptly and properly.
- Clean up spills immediately.
- Set a schedule to purge excess materials and clean your work area a couple times during the year and stick to it. Encourage others to join you – the mutual support can help.
- Keep cords and wires untangled. Getting knotted up is bad for them and may create an electrical hazard.
- Label all containers and materials to ease clean-up and storage.
- Do not store heavy boxes or items on high shelves. Not only are they a hazard if they fall, but you can also injure yourself by moving them.
- Do not hang onto little scraps of this and that because they might come in handy someday. If you really think you can use them, choose and label a shelf, drawer, or storage box for that purpose.
- Keep entry ways clear and open. Shelves and boxes near the doorway can block emergency exits in the event they fall into the pathways.

