

Housekeeping

Housekeeping refers to the necessary tasks done to ensure that the worksite is clean and free of hazards. All employees are responsible for their work areas. Poor housekeeping can not only result in poor morale and lessened productivity, but also worker injuries.

Remember, our actions can have significant impact on others. A clean and orderly workplace encourages us to develop and maintain safe work habits while we do our part.



Benefits of Good Housekeeping

- Eliminates tripping and fire hazards
- Saves energy by eliminating the need to work “around” congested areas
- Maximizes efficient use of space
- Makes it easier to keep inventory of materials
- Helps control property damage
- Encourages better working habits
- Reflects an image of a well-run operation
- Reduces the amount of cleanup at the end of the day

General Housekeeping Rules

Pick up trash and debris then dispose of it properly (especially flammable or combustible materials) or move it where it will not bother others.

Remove protruding nails and other sharp objects, or hammer them flat to prevent someone from stepping on them or snagging themselves.



Keep your work area clean throughout the day. This will minimize the amount of times needed to clean a “larger mess” at the end of the day.

Stack materials in an orderly fashion and secure them to prevent toppling.

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