



# 7 Minute Safety Talks

## Good Housekeeping Practices

### LEARNING OBJECTIVE

- Realize that good housekeeping is a safety requirement.
- Know how to identify and eliminate housekeeping hazards.

### TALKING POINTS

#### 1. The Occupational Safety and Health Administration (OSHA) makes good housekeeping a workplace safety requirement.

- Keeping workplaces “clean and orderly in a sanitary condition to the extent that the nature of the work allows”
- Maintaining floors “so far as practicable, in a dry condition”
- Keeping floors, working places, and passageways “free from protruding nails, splinters, loos boards, and unnecessary holes and openings”
- Keeping aisles and passageways “clean and in good repair, with no obstructions across or in aisles that could create a hazard”
- In areas that contain flammable liquids:
  - Keeping combustible wastes “to a minimum, stored in covered metal receptacles and disposed of daily”
  - Keeping outside grounds around buildings “free of weeds, trash, or other unnecessary combustible materials”

#### 2. Keep work areas neat, organized, and safe.

- Don't leave tools, materials, boxes, cords, cables, or air hoses on the floor.
- Report loos floorboards, holes, or other floor problems that could cause tripping.
- Clean up spills immediately; they are slipping hazards.
  - Clean up small chemical spills according to safety data sheets (SDS).
  - Alert trained responders to larger spills immediately.
  - Clean up non-chemical spills (coffee, water, etc.) immediately.
- Never place materials in aisles and passageways or on stairs.
  - They're tripping hazards and can block emergency equipment and evacuation.
- Stack materials carefully so they don't fall over and block access to sprinklers.
- Have a place to keep all tools and materials, and put them there when you are not using them.
  - Don't leave sharp tools lying around
  - Keep tools and equipment away from table or shelf edges, so they won't fall.
- Keep all drawers closed when they're not in use.
- Avoid keeping food and beverages in the work area.
  - They can spill or fall and cause slipping and tripping hazards.
  - They may be contaminated by chemicals.

#### 3. Prevent flammables, combustibles, and electrical equipment from causing fires.

- Keep all containers of flammable liquids closed when not in use.
- Dispose of all combustible scrap, such as oily rags, in an approved, closed metal container.
  - Be sure all containers are labeled.
- Dispose of paper and other trash promptly; empty containers often.
- Don't let grease or dirt build up on machinery and equipment.
- Keep paper and other combustibles away from lights and electrical equipment.
- Smoke only in permitted areas.
  - Put all cigarettes and matches completely out in ashtray.



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**4. Take responsibility for identifying and eliminating hazards. Every employee has a personal responsibility to:**

- Keep his or her own work area neat, clean, and safe.
- Keep aisles, passages, and stairways clear and uncluttered.
- Put tools and materials away in their assigned places when they're not being used.
- Report anything that's broken or not working properly so it can be fixed.

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### DISCUSSION

Conduct this session in the work area, where you can point out (and have participants point out) good and bad examples of safe housekeeping practices.

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### CONCLUSION

- Good housekeeping is a vital part of safety.
- OSHA requires neat, clean workplaces because they are safer. Just taking a little time to put things in their place can prevent many accidents and injuries.