

Toolbox



TALKS

Housekeeping

Overview

A good housekeeping program plans for proper storage and efficient movement of materials from point-of-entry to exit. It includes a material-flow plan to reduce unnecessary handling, which also reduces injury risks. The plan should ensure work areas are not used for storage and that tools and materials are accessed as needed and returned after use.

Poor Housekeeping

Before a company can implement an effective housekeeping program and practice effective habits, note the potential ramifications of poor housekeeping:

- Increased cases of employee injury
- Decreased organizational efficiency
- Loss of vital supplies and stock
- Impeding of emergency exits and emergency equipment
- Concealment of hazards which would normally be visible to be cleared
- Maximization of the severity/consequence of accidents
- Decrease in corporate revenue
- Decrease in overall employee morale
- Decrease in overall employee work efforts
- Exposure to hazardous substances from poor storage and ineffective labeling of hazardous chemicals

Effective Housekeeping

This leads to:

- *Reduced risk of* employee injury
- *Increased* organizational efficiency
- *Increased* corporate revenue
- *Reduced risk of* building fire hazards
- *Reduced risk of* customer injury
- *Reduced risk of* subcontractor injury

Elements of an effective housekeeping program

Good housekeeping implies that a workplace is kept in an organized, uncluttered, and hazard-free condition. Safe work environments lead to healthier workers, higher worker morale, and increased productivity. Some elements are:

- Ensuring all electrical systems are kept professionally updated and compliant with local and national electrical codes
- Ensuring that walking/working surfaces are kept in good repair and free of slip, trip and fall hazards
- Ensuring that tools and equipment are maintained in good working order and stored in a safe manner when not in use
- Aisles and stairways are kept free of clutter
- Storage spaces are kept clean
- Trash is frequently disposed of
- All fire protection and electronic based safety systems are professionally inspected within the correct timeframes/intervals
- All points of operation are kept appropriately guarded
- Ensuring that all emergency cut-off switches are in working order
- All exits/means of egress are kept unimpeded
- All fire protection systems are kept unimpeded and in a safe area that reduces risk of damage

Continued

Date of Safety Talk _____

Company _____

Talk given by _____

Signature _____

Attending Employees:

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Notes:

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