Housekeeping Counts

Housekeeping in the workplace helps keep you safe from falls, fires and many other hazards. And it isn't always just up to the cleaning and maintenance crew either.

How does our workplace stack up against the following housekeeping standards?

- Are floors clean and free of water, mud, ice, grease, oil, waste and clutter?
- Are leaks and spills cleaned up promptly?
- Are traffic areas clear and free of obstacles such as cords, air hoses or boxes?
- Are exits and stairs clearly marked?
- Are garbage cans utilized and emptied regularly?
- Are unused materials disposed of or stored safely, rather than being allowed to accumulate in out-of-the-way places?
- Are stored materials safely stacked, correctly labelled and in proper order?
- Are stairways and doorways kept clear and well-lighted?
- Are oily rags stowed in approved covered metal cans?
- Are hazardous materials kept in clearly and correctly labelled authorized containers, away from sources of ignition and other hazards?
- Are flammable materials stored away from sources of ignition?
- Are machines and tools kept clean, free of oil and dust and properly maintained to prevent fires and accidents?
- Are tools cleaned and put away right after use?
- Are work stations left clean at the end of each shift?
- Are equipment and other surfaces checked regularly for jagged edges, rough surfaces, dangerous nails and hooks; all of which could cause cuts, puncture wounds or eye injuries?
- Are chairs and stools correctly placed to prevent tripping accidents? Are they in good repair, and when damaged are they removed so they will not be used accidentally?
- Are drawers and cabinet doors kept closed to prevent both tipping and tripping accidents?
- Is smoking done only in designated areas, and ashtrays used?
- Are lunch areas kept clean by putting lunch scraps where they belong?
- Are washrooms kept clean and dry?
- Is a procedure in place to report and monitor any safety hazards or other problems as soon as they arise?
- These are only some of the housekeeping guidelines that will help keep our workplace safe from falls, fires and many other hazards.

Everyone has to contribute to keep things orderly, clean, in good repair – and safe!