

# Workplace Housekeeping

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# Why me?

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The Louisiana Office of Risk Management as well as the Occupational Safety and Health Administration require employees and employers to follow general housekeeping safety rules and procedures. This is included in the quarterly building inspections conducted in every building.

Good housekeeping practices will be covered by this training.

# Session Outline

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The main objective of this session is to emphasize the importance of good housekeeping and explain what it really involves. By the time this session is over, you should be able to:

- Recognize the importance of good housekeeping
- Understand housekeeping responsibilities
- Develop good housekeeping habits
- Identify and eliminate housekeeping hazards
- Help prevent workplace fires and accidents

# What You Need to Know

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- Benefits of good housekeeping
- Costs of poor housekeeping
- Housekeeping responsibilities
- Good housekeeping habits
- Common housekeeping hazards
- How to eliminate housekeeping hazards and prevent accidents

# Benefits of Good Housekeeping

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There is a direct relationship between a clean, neat, orderly workplace and a safe workplace.

Good housekeeping:

- Eliminates accidents and fire hazards
- Maintains safe and healthy work conditions
- Saves time, money, materials, space, and effort
- Improves productivity and quality
- Boosts morale
- Reflects a well-run organization

# Costs of Poor Housekeeping

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On the flip side are the costs of poor housekeeping, which include:

- Slips, trips, and falls
- Fires
- Chemical and machine accidents
- Injuries from electrical problems
- Collisions and falling objects
- Health problems



# Good Housekeeping Habits

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Developing good housekeeping habits will protect you and your co-workers from injuries on the job.

- Make time for housekeeping
- Evaluate your workspace
- Remove hazards before starting work
- Turn equipment off after using it
- Clean up as you go
- Never ignore a safety hazard

# Daily Housekeeping Checklist

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To help you keep up with housekeeping duties, it's a good idea to develop your own checklist of housekeeping responsibilities and use it on a daily basis. Items on your checklist might include different parts of your work area. For example:

- Floors
- Aisles
- Workstation
- Equipment
- Storage
- Waste disposal





# Common Injuries from Slips, Trips, and Falls

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Slips, trips, and falls are among the most common hazards of poor housekeeping. Any number of injuries can occur as a result.

- Strains and sprains
- Torn ligaments
- Broken bones
- Back or spine injury
- Death



# Prevent Slips

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Preventing slips requires discipline and a willingness to go the extra mile. Even though it might not be your job, take the time and effort to remove slip hazards in order to prevent accidents.

- Clean up spills
- Repair leaks
- Pick up objects
- Sweep up debris
- Wear slip-resistant shoes
- Contact custodians for assistance

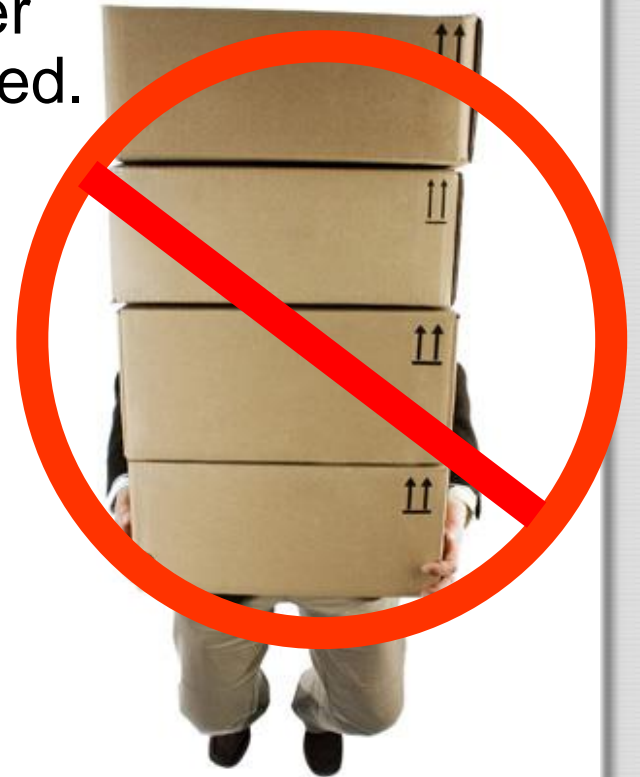


# Prevent Trips

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Preventing trip hazards requires initiative and responsibility to remove the hazard in order to prevent somebody else from being injured. Take responsibility for trip hazards and:

- Put away electrical cords and air hoses
- Don't stack items in walkways
- Keep drawers closed
- Be careful when you carry objects
- Put away tools

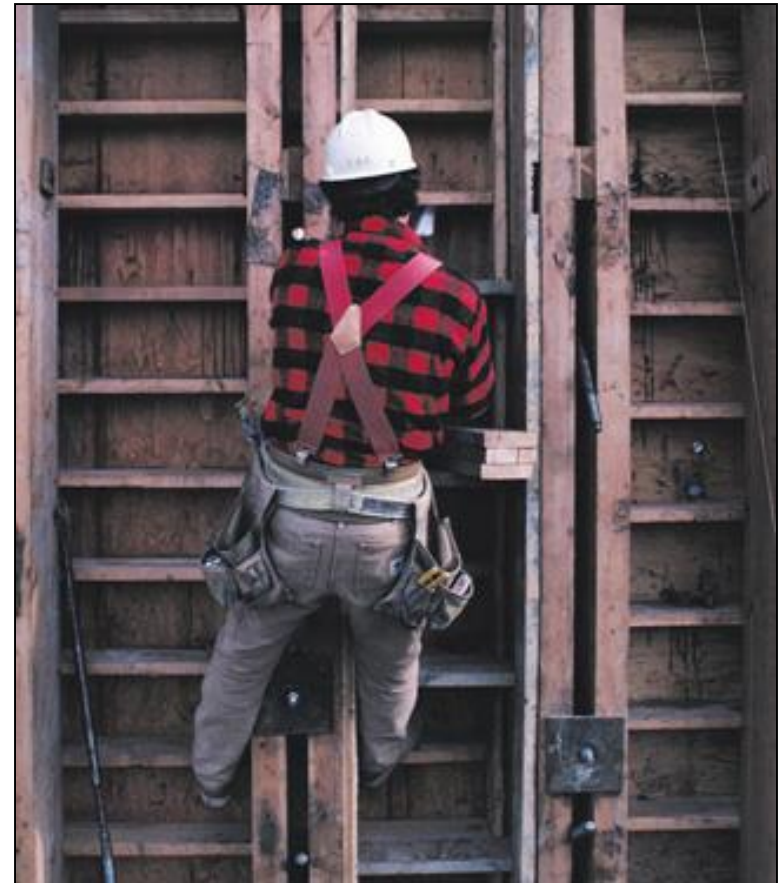


# Prevent Falls

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Good housekeeping will also help prevent falls from heights. To prevent falls:

- Be careful on stairs
- Use ladders safely
- Replace fall protection chains or barriers
- Use fall arrest equipment when required



# Fire Prevention

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Good housekeeping also plays a major role in preventing fires.

- Store flammable and combustible liquids in proper containers
- Keep reactive chemicals separated
- Prevent the accumulation of combustibles
- Keep combustibles away from electrical equipment and hot machinery



# Exits and Fire Equipment

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Good housekeeping to prevent fires also includes fire exits and firefighting equipment.

- Keep evacuation routes clear
- Don't block emergency exits
- Make sure fire extinguishers are accessible
- Ensure that electrical panels can be opened



# Chemical Safety

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Good housekeeping contributes to chemical safety as well:

- Make sure containers are properly labeled
- Inspect containers for signs of damage
- Wear required Personal Protective Equipment
- Follow safe storage and handling procedures
- Clean up spills

# Equipment/Machine Safety

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Good housekeeping requires you to follow safe work practices with machines and equipment, too. That means:

- Keep the area around machines clear
- Inspect machines before use
- Make sure all guards are operating
- Follow lockout/tagout procedures
- Clean machines and put away tools



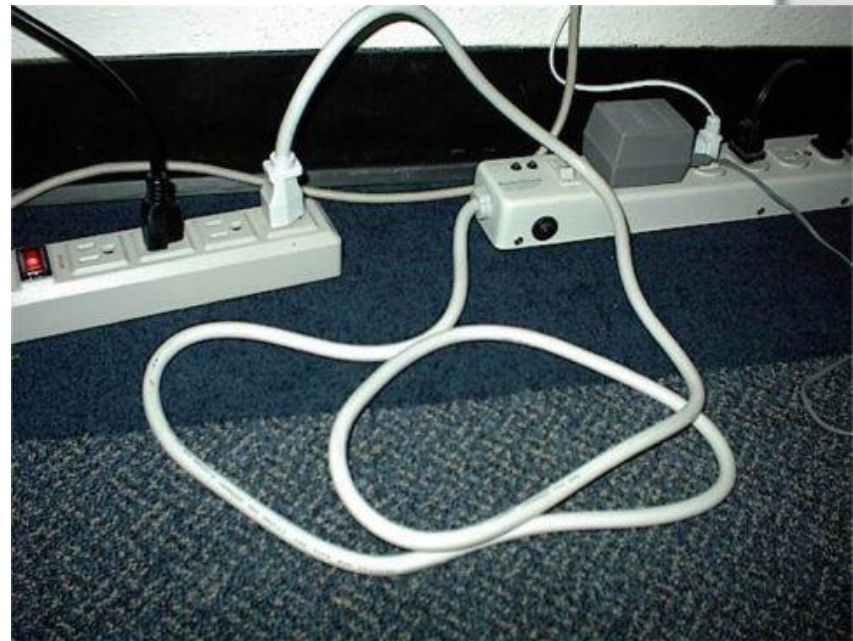


# Electrical Safety

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Also remember these good housekeeping tips for electrical safety:

- Keep heaters and furnaces clear
- Inspect electrical cords before use
- Don't overload outlets or circuits
- Keep combustibles away from electrical equipment
- Keep electrical equipment clean



# Prevent Cuts, Bumps, and Scrapes

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Good housekeeping can also help prevent cuts, bumps, scrapes, and more serious injuries.

- Don't leave objects sticking out
- Pad head hazards
- Clean up broken glass immediately
- Properly store blades and sharp tools
- Properly discard old blades
- Keep utility knives sheathed or retracted

# Use the Right Equipment for Housekeeping Tasks

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When performing housekeeping tasks be sure to select the right equipment for the job. That might include:

- Personal Protective Equipment
- Brooms, vacuums, mops, and sponges
- Cleaning rags
- Cleaning compounds



# Lift and Carry Safely

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Housekeeping tasks frequently involve lifting and carrying objects. That means when thinking about safe housekeeping, you also have to think about safe lifting and carrying techniques.

- Check your route of travel
- Get a good grip
- Lift with your legs, not your back
- Make sure you can see over the object you're carrying
- Watch where you're going



# ULM Custodians/ServiceMaster

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- University cleaning crews are not responsible for kitchen areas, dishes, etc.
- They are responsible for the buildings and a 10 foot perimeter around them
- Cleaning personnel do not unlock offices to clean

# Key Points to Remember

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- Good housekeeping helps prevent workplace fires and accidents
- Keeping the workplace neat, clean, and safe is everyone's responsibility
- Keep alert to housekeeping hazards
- Eliminate or report hazards you identify anywhere in the facility