7 - Good Housekeeping: Safety Training

EH&S – MGA

Goals: This safety session should teach you to:
A. Realize that good housekeeping is a safety requirement.
B. Know how to identify and eliminate housekeeping hazards.


1. OSHA Makes Good Housekeeping a Workplace Safety Requirement
   A. OSHA regulations have such housekeeping requirements as:
      1. Keeping workplaces “clean and orderly and in a sanitary condition to the extent that the nature of the work allows”
      2. Maintaining floors “so far as practicable, in a dry condition”
      3. Keeping floors, working places, and passageways “free from protruding nails, splinters, loose boards, and unnecessary holes and openings”
      4. Keeping aisles and passageways “clean and in good repair, with no obstruction across or in aisles that could create a hazard”
   B. In areas that contain flammable liquids:
      1. Keeping combustible wastes “to a minimum, stored in covered metal receptacles and disposed of daily”
      2. Keeping outside grounds around buildings “free of weeds, trash, or other unnecessary combustible materials”

2. Keep Work Areas Neat, Organized, and Safe
   A. Don’t leave tools, materials, boxes, cords, cables or air hoses on the floor.
   B. Report loose floor boards, holes, or other floor problems that could cause tripping.
   C. Clean up all spills immediately; they are slipping hazards.
      1. Clean up small chemical spills according to SDS and company procedures.
      2. Alert trained responders to larger spills immediately.
      3. Clean up non-chemical spills (coffee, water, etc.) immediately.
   D. Never place materials in aisles and passageways or on stairs.
      1. They’re tripping hazards and can block emergency equipment and evacuation routes.
   E. Stack materials carefully, so they don’t fall over or block access to sprinklers.
   F. Have a place to keep all tools and materials whenever you are not using them.
      1. Don’t leave sharp tools lying around with their edges exposed.
      2. Keep tools and equipment away from table or shelf edges, so they won’t fall.
   G. Keep all drawers closed when they’re not in use.
   H. Avoid keeping food and beverages in the work area.
      1. They can spill or fall and cause slipping and tripping hazards.
      2. They may be contaminated by chemicals.
3. Prevent Flammables, Combustibles, and Electrical Equipment from Causing Fires
   A. Keep all containers of flammable liquids closed when not in use.
   B. Dispose of all combustible scrap, such as oily rags, in approved, closed metal containers.
      1. Be sure all containers are labeled.
   C. Dispose of paper and other trash promptly; empty containers often.
   D. Don’t let grease or dirt build up on machinery and equipment.
   E. Keep paper and other combustibles away from lights and electrical equipment.
   F. Smoke only in permitted areas.
      1. Put all cigarettes and matches completely out in ashtrays.

4. Take Responsibility for Identifying and Eliminating Hazards
   A. Every employee has a personal responsibility to:
      1. Keep his or her own work area neat, clean, and safe
      2. Keep aisles, passages, and stairways clear and uncluttered
      3. Put tools and materials away in their assigned places when they’re not being used
      4. Report anything that’s broken or not working properly so it can be fixed

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**Summation: Good Housekeeping Is a Vital Part of Safety**

OSHA requires neat, clean workplaces because they’re safer. Just taking a little time to put things in their place can prevent many accidents and injuries.