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Safety Tips: Good Housekeeping In the Workplace



Good housekeeping in our workplaces is more than clean floors! A clean, organized and safe workplace is more than a positive appearance – it exemplifies pride in your job and the personal trait of appearance effectiveness. It is also a basic part of safety, as it promotes accident and fire prevention. On the opposite end of the pendulum, poor housekeeping exemplifies a negative attitude toward your job and the employer; and a contributing factor that promotes the potential for hazards and injuries.

NEGATIVE EFFECTS OF POOR HOUSEKEEPING-

Poor housekeeping can be the cause of some of the following types of accidents:

- ✓ Tripping over loose objects on the floors, stairs and platforms.
- ✓ Being hit by falling objects.
- ✓ Slipping on greasy, wet or dirty floors.
- ✓ Striking against projecting, poorly stacked items or misplaced material.
- ✓ Cutting or puncturing body parts on nails, wire or other types of sharp objects protruding out from uneven or miscalculated stacking.

POSITIVE BENEFITS OF GOOD HOUSEKEEPING HABITS-

Effective housekeeping habits promotes the following results:

- ✓ Reduced handling to ease the flow of materials.
- ✓ Fewer incidents of tripping and slipping accidents in clutter-free and spill-free work areas.
- ✓ Decreased fire hazards.
- ✓ Reduced employee exposure to hazardous substances, like dust, vapors, etc.
- ✓ Better control of tools and materials, including inventory and supplies.
- ✓ More efficient equipment cleanup and maintenance.
- ✓ Better hygienic conditions leading to improved health.
- ✓ More effective use of space.
- ✓ Reduced property damage by improving preventive maintenance.
- ✓ Less janitorial work.
- ✓ Improved morale.
- ✓ Improved productivity (tools and materials will be easy to find).

PLANNING A GOOD HOUSEKEEPING PROGRAM-

- Good housekeeping programs plan the effective movement and management of work related materials, ultimately reducing handling time.
- It ensures that work areas aren't used for storage, which means that work projects will move through more quickly by workers not having to move objects to make room for their work assignment.
- Training employees to clean, organize and maintain the work areas on an organized and planned work schedule to keep the work areas in good condition. such as day-to-day

cleaning and waste disposal.

- Removal of unused articles or materials.
- Inspection follow-up to ensure that parts of the program are working and effective.
- A good housekeeping program identifies and assigns responsibilities for the following:
 - Clean up during the work day
 - Day-to-day cleanup
 - Waste disposal
 - Removal of unused materials
 - Inspection to ensure cleanup is complete
 - Check off overlooked items such as shelving, closets, etc.
 - Placement and replacement of tools, test equipment and supplies.

Actually, the most important point of a formal cleaning and maintenance program is the repetitive follow-up to make sure that the program is being implemented according to the format that has been installed.

ELEMENTS OF AN EFFECTIVE HOUSEKEEPING PROGRAM-

- **Dust/Dirt Removal** - Some units have large shop-vacs, but in our agriculture environment, brooms can do a more than satisfactory job, when they are utilized. Dampening floors or sweeping compounds can be used to reduce the dust when cleaning.
- **Surfaces** - Poor floor conditions are a leading cause of accidents, which can include spilled liquids, trash or material chips or scraps. Broken concrete, tiles or torn carpet in offices lends themselves for potential trip and fall hazards. Areas leading to shops, warehouses or ramps/steps to office areas should have a non-slip covering to prevent slippage in wet situations.
- **Walls** - Painted in light colors, reflect light while dark colors absorb light. Contrasting colors warn of physical hazards and mark obstructions. Painting rails and guards signal a safety warning. If these items are practiced, a memo regarding identity of the colors and distributed to employees will aid in god safety practices.
- **Lighting** - Maintaining the lighting fixtures aids in more efficient working conditions, as well as being a part of a good housekeeping program.
- **Spill Control** - Obviously, cleaning spills immediately as they happen lends itself to a positive trait in the program but also can reduce the potential for someone slipping down.
- **Tool & Equipment** - All of our maintenance facilities have provisions for their various tools and equipment - returning them to their proper location is an integral part of a good program. Tools left on workbenches, the shop floor, or on a piece of equipment can cause accidents and delays for repair projects by not being returned to their location.

**GOOD HOUSEKEEPING
PREVENTS
ACCIDENTS!**

<> A SLIP - A TRIP - A HOSPITAL TRIP <>