

# MAFES Dawg Tracks

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MISSISSIPPI STATE UNIVERSITY™  
MS AGRICULTURAL AND  
FORESTRY EXPERIMENT STATION

General Housekeeping  
in the Workplace

Please don't take this issue as repetitious or lack of a subject to write about. I really believe that it isn't a waste of time or too repetitious to talk about housekeeping. Housekeeping is important and not repetitious at all.

We continue to remind all that clean buildings presents a positive attraction to visitors and guests, but along with this positive impression, it also enhances safety for all employees. It reduces the potential for slips, trips and falls, which is one of the leading causes of injuries in the agriculture industry. Every employee in our system should be oriented on the subject of a clean workplace including not only shops, but administrative offices and farm shops.

Following are some tips on maintaining and cleaning our workplaces:

## FLOORS AND OTHER AREAS-

- ✓ Clean oil spills immediately. All floors should be free of debris and those that can't be cleaned regularly should have a coating of anti-slip covering or flooring.
- ✓ Replace worn carpeting, tiles, or other floor materials when they become worn, ragged or broken.
- ✓ Tools not in use in the shop should be returned to their respective locations, not left in the floor or on the workbenches.
- ✓ Keep the weeds and tall grass cut around buildings and sidewalks. Weeds and high grass tend to hide trip hazards.

## MAINTAIN LIGHT FIXTURES-

Workshops, offices and compound areas should have adequate lighting.

## AISLES AND STAIRWAYS-

- ✓ Aisles and stairways should be clear of objects that could cause a slip or trip hazard.
- ✓ Aisles and stairways should have adequate lighting, which will reduce the potential for a slips, trips or fall hazards.

## FIRE PREVENTION-

Flammables, combustibles and other hazardous materials should be stored in approved containers and cabinets.

## DO:

- Do keep floors clean and clear of waste
- Keep all work areas adequately lighted
- Keep light fixtures clean
- Inspect and clean tools and machinery regularly

## SPILL CONTROL-

- ✓ The best spill control method is catch it before it happens.
- ✓ Organized programs for cleaning and maintenance of buildings and equipment is the best way to reduce the potential for spills.
- ✓ Using drip pans and guards is also an effective way to reduce the potential for spills.
- ✓ If you have a spill, refer to the Material Safety Data Sheet for the proper method of abatement.
- ✓ Absorbent socks, oil-dri (crushed shale), clean soil or sand are all good materials for abatement.
- ✓ Contaminated materials must be disposed of quickly and carefully.

## TOOLS AND EQUIPMENT-

- ✓ Organizing and maintaining tools and other equipment not only make them easy to locate when needed, but the organization of them represents a positive image of the shop and facilitates the time for finishing projects in a shorter cycle.
- ✓ Inspect, clean and repair tools as needed so that they are ready when needed for work tasks. Non-repairable tools should be removed from service.

## GENERAL MAINTENANCE PROGRAMS-

- ✓ Good maintenance programs provides for regular inspections, repair and upkeep of the tools and other equipment.
- ✓ It also provides inspection and maintenance of buildings, rolling equipment and machinery, keeping it all safe and sound functionally.
- ✓ The program should include time slots for cleaning rolling equipment on a regular basis, garbage removal, cleaning and window washing as needed.

## WASTE DISPOSAL-

- ✓ Collecting, sorting and grading of metal and wood material are traits of good housekeeping. Allowing metal and wood scrap to pile up on the shop floor creates the potential for slip and trip hazards.
- ✓ Containers for scrap metal and scrap wood placed in strategic places with follow-up to be sure they are used speaks volumes for positive traits of good housekeeping.

## DON'T:

- Use aisles and stairways for storage areas
- Allow materials to build up on floors
- Block emergency exits, fire equipment or first aid stations with storage materials
- Store compresses gases near heat sources

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MAFES/EXTENSION (662) 566-2201  
Excerpts: [www.nasdonline.org](http://www.nasdonline.org)  
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**WHEN YOU'RE DONE MESSIN' UP  
CLEAN UP YOUR MESS!!**

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**WIPE IT UP – AVOID A SLIP UP!!!**