



MISSISSIPPI STATE UNIVERSITY™  
MS AGRICULTURAL AND FORESTRY  
EXPERIMENT STATION

# MAFES DAWG TRACKS

---

Housekeeping is not something most folks look forward to stopping and doing, so with a little here-and-there along the way you can avoid it being a time-consuming activity. Yes, housekeeping is crucial to workplaces safety. It can help prevent potential problems from non-compliance, but more importantly it can help prevent injuries, improve productivity, and even help with worker morale. Housekeeping is not the responsibility of just one person or even custodial. All workers have a responsibility to participate in housekeeping, especially in terms of keeping their own work areas tidy.

## Tips for Effective Housekeeping:

- **Pathways should be clean, dry, and clear of items.**
  - If you spill coffee in the hallway, stop to wipe it up. If you need to mop a large area (entrance/hallway) place a sign warning others of the wet floor.
  - Equipment leaking oil or a mess created from making a repair - clean it up.
  - Use the right cleaning product. Oils and grease take more than a rag & water; be careful not to spread slipperiness around, rather than getting it up and off the floor.
  - Consider installing anti-slip flooring in areas that can't always be kept dry.
  - Floor drainage should be present where wet processes are used - if drains are clogged, get them fixed.
  - Replace worn, loose or damage flooring.
  - Ensure floor mats don't slip or have curled up corners.

For more info contact:  
**Leslie Woolington**  
MAFES/MSU-ES Risk Mgmt.  
[LHW4@msstate.edu](mailto:LHW4@msstate.edu)  
662-325-3204

## Avoid tracking materials -

- Area mats should be kept clean. This may help prevent the spread of dirty or even hazardous materials to other work areas or keep from taking contamination home.
- Separate cleaning protocols may be needed for different areas to prevent cross-contamination.
- If the materials are toxic, industrial hygiene testing, uniforms and showering facilities might be needed. Employees who work with toxic materials should not wear their work clothes home.

## Clear clutter -

- Allow enough area for proper workstation setup. This will help be more ergonomic or comfortable, and effective for work productivity.
- Everything should have a place. Get organized! Shelving or a pegboard wall may help if ample space is an issue.
- Return tools and other materials to their designated place after using them.
- Keep aisles, stairways, emergency exits, and mechanical rooms clear of clutter. These areas cannot be used for storage.
- Dispose of things no longer useable – unrepairable equipment, outdated chemicals, empty containers, and simply all trash.

Housekeeping or cleaning is also critical in taking care of your ...

- Personal protective equipment
- Tools and equipment
- Vehicles

... use it as an opportunity to inspect for needed repairs and damaged pieces.

---