

WAYNE STATE UNIVERSITY

FP&M Safety Talk - Housekeeping

Date: _____

Trainer: _____

It has been said that dirt is only misplaced matter, but if that is true, it is vitally important where that matter is placed. For example, dirt and scraps piled on a ramp could result in a pedestrian or fork lift accident. Broken skids, loose pipe and banding, or cardboard boxes could block an exit or fire alarm. A grease or oil spill in an aisle is obviously a hazard that requires immediate attention.

Housekeeping is part of everyone's job. According to OSHA, "All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition." This includes floors, and, in order to facilitate housekeeping operations, the workplace is to be free of hazards such as protruding nails, splinters, holes, or loose boards. Benefits of good housekeeping include:

- The conservation of space, equipment, operating materials, time, and effort makes work easier;
- The protection of materials and personnel results in fewer accidents and damaged material;
- Less likelihood of fires; and
- Improved morale through a clean and orderly workplace makes it worthwhile to come to work.
- A facility that is well kept will not pose hazards. Workplaces where the aisles and exits are blocked, where debris litters the floor, or when tools and equipment are not put away have hazards built into them.

A cluttered, unkempt workplace lends itself to slips, trips, and falls. In winter, snow is easily tracked indoors where it melts and adds to the risk of slipping. Equipment may also be brought inside to be stored, which can pose an increased risk of fluid leaks.

Housekeeping Checklist

Before leaving an area, it would be good to assess it to make sure that it is as free of potential hazards as it could be. Below is a checklist to help.

- Check area for debris, including hazards such as oil spills, broken pallets, loose wire, and banding.
- Put things back in their places. Return tools, equipment, and anything else to its assigned place.
- Make sure that your personal belongings are either locked up or under your control.
- Make sure switches, lights, and equipment are turned off.
- Remove power cords from traffic areas to prevent problems for forklift operators as well as pedestrians.

I have received this information:

Print Name	WSU ID	Initials



Facilities Planning & Management
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