

Tips for effective workplace housekeeping



According to OSHA, good housekeeping implies that a workplace is kept in an organized, uncluttered, and hazard-free condition. Safe work environments lead to healthier workers, higher worker morale, and increased productivity. Some basic tips include:

PREVENT SLIPS, TRIPS AND FALLS

- Report and clean up spills and leaks
- Keep aisles and exits clear of items
- Consider installing mirrors and warning signs to help with blind spots
- Replace worn, ripped or damaged flooring
- Eliminate slippery conditions, such as snow, ice, oil and grease, from walkways and working surfaces as necessary

ELIMINATE FIRE HAZARDS

- Keep combustible materials in the work area only in amounts needed for the job
- Store quick-burning, flammable materials in designated locations away from ignition sources
- Avoid contaminating clothes with flammable liquids
- Keep passageways and fire doors free of obstructions
- Hazards in electrical areas should be reported, and work orders should be issued to fix them

PREVENT FALLING OBJECTS

- Shut file cabinet drawers when not in use and open one filing cabinet drawer at a time to prevent a tip-over
- Store heavy objects close to the floor and out of walkways
- Store tools, equipment and materials properly to prevent falling or sharp edges being exposed

CLEAR CLUTTER

- Tidy up desks or workstations
- Return tools and other materials to storage after using them
- Dispose of materials that are no longer needed
- Keep aisles, stairways, emergency exits and doors clear of clutter
- Ensure all cords are properly secured and covered
- Make sure cups, glasses and containers have lids on them to prevent spills

