



## **WEEKLY SAFETY MEETING**

**All Euramax Subsidiaries**

### **HOUSEKEEPING**

#### **Safety Meeting Contents**

- Meeting Notice
- Leaders Guide
- Employee Handout
- Employee Quiz
- Meeting Sign-In Sheet
- Employee Puzzle

#### **PRIOR TO THE WEEKLY MEETING:**

- Post the meeting notice by the timeclock
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)
- Make copies of the employee quiz (one for each employee)
- Make copies of the weekly puzzle (one for each employee)

#### **AT THE SAFETY MEETING:**

- Pass around the meeting sign-in sheet – ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out
- Pass out the employee quiz
- Pass out the weekly puzzle
- Keep the meeting simple
- Encourage discussion and questions

# WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER  
**HOUSEKEEPING**

TIME: \_\_\_\_\_

DATE: \_\_\_\_\_

PLACE: \_\_\_\_\_



## WEEKLY SAFETY MEETING

All Euramax Subsidiaries

### HOUSEKEEPING

#### Leaders Guide

##### EURAMAX PROCEDURE REFERENCE:

E-2.0: Safety Audits and Inspection Program

##### MEETING OBJECTIVE:

Good housekeeping practices and safety go hand in hand. In this meeting, you're going to remind employees of the importance of keeping their work area neat and clean. The purpose of the meeting is to focus their attention on general housekeeping hazards – as well as on problems specific to their department – and suggest precautions and procedures to prevent these hazards from causing accidents.

##### MEETING PREPARATION:

Read the Euramax procedure, understand the contents, and ensure compliance.

Tour your facility and write down and/or photograph the housekeeping hazards you uncover. Bring this information with you to the meeting.

Review the employee handout to see if there are any other materials you wish to bring to the meeting

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.

##### MATERIALS CHECKLIST:

List and/or photographs of department housekeeping hazards.

Flip chart and marking pens.

##### MEETING

###### INTRODUCTION

“Your mother doesn't work here, so please clean up after yourself.” Signs as a way to remind employees not to leave a mess for others to deal with. Encouraging employees to follow good housekeeping practices isn't only about being neat, clean and considerate of others – it's also a serious safety issue. If there were any questions about that, one need only read OSHA's rule of “housekeeping”, which starts out with the blunt statement, “All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition”. There is no room for exceptions in a rule like that.

## WEEKLY SAFETY MEETING

All Euramax Subsidiaries

### HOUSEKEEPING

#### Leaders Guide

Housekeeping is a safety concern that is often overlooked or taken for granted. But far too many accidents happen because people didn't keep their work areas neat and clean. Poor housekeeping also increases the dangers when evacuating the workplace in an emergency. Housekeeping isn't something to be swept under the rug. It is a legitimate and important safety issue.

In one recent year, OSHA issued more than 1,100 citations for violations of Subpart D ("Walking and Working Surfaces"), which includes the housekeeping rules. Penalties for these violations totaled more than \$550,000. Enforcing good housekeeping practices helps encourage employees to maintain alertness to hazards and a good "safety attitude."

**Question:** Why is housekeeping important?

*Answer:* Poor housekeeping frequently causes accident such as...  
*Trips* caused by loose objects on floors, stairs, and platforms  
*Slips* caused by wet, greasy, or slippery floors  
*Bumps* caused by protruding or misplaced objects  
*Punctures and scratches* caused by protruding hooks, nails, and rods

**Question:** What are some other common housekeeping hazards?

*Answer:* Tools and supplies left on the ground; materials stored haphazardly  
Fire extinguishers or exits blocked by stacked materials  
Oily or flammable rags left near heat sources

**Show** the photographs and/or read the list of housekeeping hazards you made for the meeting. Tell employees that small messes pose as great a hazards as large one.

**Question:** How can we prevent housekeeping hazards like these in the future?

*Answer:* *Work areas:* Avoid unnecessary clutter.

*Machines and equipment:* Avoid crowding; use racks and containers for tools, jigs, and work in process; see that equipment is cleaned and oiled on schedule.

*Aisles and passageways:* Keep free of material, scrap, and finished goods that might impede traffic or create a tripping hazard.

## WEEKLY SAFETY MEETING

All Euramax Subsidiaries

### HOUSEKEEPING

#### Leaders Guide

*Floors and working surfaces:* Clean up spills immediately; patch or barricade holes in flooring; sweep and vacuum regularly.

*Storage:* When you are through with an item, return it to its proper place.

*Employee facilities:* Keep personal belongings in lockers; use trash receptacles.

**Explain** the proper procedure for reporting housekeeping problems.

**Question:** How does ergonomics and housekeeping work together?

*Answer:* Good housekeeping can also protect your ergonomic health. One of the basic principles of an ergonomically-friendly workstation is to keep the items you use most frequently within arm's reach. Other items can be put in drawers or elsewhere. Setting up your workstation with this in mind not only keeps you organized, but prevents you from having to stretch or twist to reach frequently-used items.

**Question:** How does storage and housekeeping work together?

*Answer:* Good housekeeping also means proper storage. When putting items on shelves or in stacks, keep in mind that it is best to store the heaviest items low to the ground. This way, they can be easily picked up and moved with a cart, dolly or forklift. Heavy items that are to be manually lifted should be stored at about waist height. This prevents the need to bend over or reach overhead to lift those items. When putting items away, remember that items should be lifted and carried within the "power zone". Similar to the strike zone in baseball, the power zone is the area between the knees and the shoulders, close to the body.

**Question:** How does proper housekeeping protect you from fires?

*Answer:* Proper housekeeping can also protect you from fires. It is important to note that fire needs three things in order to flourish: fuel, oxygen and an ignition source. Oxygen is always present. Allowing trash and debris to accumulate adds fuel to the mix. This is inviting a fire.

## WEEKLY SAFETY MEETING

All Euramax Subsidiaries

### HOUSEKEEPING

#### Leaders Guide

Chemicals are another common source of fire. They must be stored properly at all times. Check the chemical label and material safety data sheet to determine whether the storage location for any chemical you use is appropriate.

#### **SUMMARY:**

All too often we tend to take housekeeping for granted and let things slide by. But that's when accidents happen. Safe housekeeping requires that each one of us be constantly on the lookout for hazards and take the necessary action to eliminate or control them. Practice the simple procedures we've talked about today, and we'll all be a lot safer.

#### **EMPLOYEE HANDOUT**

- A. Employee Handout
- B. Housekeeping Quiz
- C. Housekeeping Puzzle

#### **QUIZ ANSWERS:**

1. This is important because unsanitary conditions can lead to illness.
2. If you spill water, clean it up. If there is a plumbing problem, report it immediately. Bathrooms are a breeding ground for mold, mildew and germs.
3. The principle is that you should store frequently-used items within arm's reach.
4. When putting items on shelves or in stacks, keep in mind that it is best to store the heaviest items low to the ground. This way, they can be easily picked up and moved with a cart, dolly, or forklift. Heavy items that are to be manually lifted should be stored at about waist height. This prevents the need to bend over or reach overhead to lift those items.
5. Similar to the strike zone in baseball, the power zone is the area between the knees and the shoulders, close to the body.
6. Answers may include any of the following:
  - a. If you see a spill, clean it up or report it to someone who can. Wet floors are slippery floors, so it is important to clean up spills immediately.
  - b. Do not store items in aisles or walkways. This only creates a tripping hazard.
  - c. Put trash and debris in receptacles, not near or next to them.
  - d. Never use stairwells as storage areas.
  - e. If the lighting is bad in a stairwell, report immediately.
  - f. If employee entrance areas are slick, report it immediately. People often track in the weather, turning some floor surfaces into skating rinks.
  - g. Do not run cords or wires across walkways.

**WEEKLY SAFETY MEETING**  
All Euramax Subsidiaries

**HOUSEKEEPING**

**Leaders Guide**

7. Fuel, oxygen and an ignition source must be present.
8. Not only is this a sanitation problem, but it also creates a fire hazard as the trash and debris can serve as fuel.
9. Check the chemical label and material safety data sheet to determine whether the storage location for any chemical you use is appropriate.

**PUZZLE ANSWERS:**

1. Litterbugs do not chalk up points on the safety scoreboard
2. Make good housekeeping a part of your safety game plan

## WEEKLY SAFETY MEETING

All Euramax Subsidiaries

### HOUSEKEEPING

#### Employee Handout

Housekeeping in the workplace helps keep you safe from falls, fires and many other hazards. And it isn't always up to the cleaning and maintenance crew, either.

How does your workplace stack up against the following housekeeping standards?

- Are floors clean and free of water, mud, ice, grease, oil, waste and clutter?
- Are leaks and spills cleaned up promptly?
- Are traffic areas clear and free of obstacles such as cords, air hoses or boxes?
- Are exits and stairs clearly marked?
- Are garbage cans utilized and emptied regularly?
- Are unused materials disposed of or stored safely, rather than being allowed to accumulate in out-of-the-way places?
- Are stored materials safely stacked, correctly labeled and in proper order?
- Are stairways and doorways kept clear and well-lighted?
- Are oily rags stowed in approved, covered metal cans?
- Are hazardous materials kept in clearly and correctly labeled authorized containers, away from sources of ignition and other hazards?
- Are flammable materials stored away from sources of ignition?
- Are machines and tools kept clean, free of oil and dust and properly maintained to prevent fires and accidents?
- Are tools cleaned and put away immediately after use?
- Are workstations left clean at the end of each shift?
- Are equipment and other surfaces checked regularly for jagged edges, rough surfaces, dangerous nails and hooks; all of which could cause cuts, puncture wounds or eye injuries?
- Are chairs and stools correctly placed to prevent tripping incidents? Are they in good repair, and when damaged are they removed so they will not be used accidentally?
- Are drawers and cabinet doors kept closed to prevent both tipping and tripping incidents?
- Is smoking done only in designated areas, and are ashtrays used?
- Are lunch areas kept clean by putting lunch scraps where they belong?
- Are washrooms kept clean and dry?
- Is a procedure in place to report and monitor any safety hazards or other problems as soon as they arise?

These are only some of the housekeeping guidelines that will help keep your workplace safe from falls, fires and many other hazards.

*Everyone has to contribute to keep things orderly, clean, in good repair -- and safe!*





## WEEKLY SAFETY MEETING

All Euramax Subsidiaries

### HOUSEKEEPING

#### Employee Quiz

Answer the following questions to see what you know about the link between housekeeping and workplace safety and health.

1. Good housekeeping helps to keep the work environment sanitary. Why is this important?  

---
2. How can you do your part to keep restrooms clean and why is this important?  

---
3. There is one ergonomic principle that is related to housekeeping. What is it?  

---
4. When putting items into storage, where should you put the heaviest items and why?  

---
5. What is the "power zone"?  

---
6. Name three housekeeping rules you can follow to help prevent slips, trips, and falls.  

---
7. Name the three things that must be present in order for fire to flourish.  

---
8. Why is it important not to allow trash and debris to accumulate?  

---
9. Improper chemical storage can create a fire hazard. How can you determine whether a chemical is stored properly?  

---



**WEEKLY SAFETY MEETING**  
 All Euramax Subsidiaries

**HOUSEKEEPING**  
**Meeting Sign In Sheet**

LOCATION \_\_\_\_\_

MEETING DATE \_\_\_\_\_ MEETING CONDUCTED BY \_\_\_\_\_

**CONTENTS OF MEETING** \_\_\_\_\_  
 (Attach Handouts, etc.) \_\_\_\_\_

**ATTENDEES:**

Name (Print)	Signature	Name (Print)	Signature
1 _____	_____	22 _____	_____
2 _____	_____	23 _____	_____
3 _____	_____	24 _____	_____
4 _____	_____	25 _____	_____
5 _____	_____	26 _____	_____
6 _____	_____	27 _____	_____
7 _____	_____	28 _____	_____
8 _____	_____	29 _____	_____
9 _____	_____	30 _____	_____
10 _____	_____	31 _____	_____
11 _____	_____	32 _____	_____
12 _____	_____	33 _____	_____
13 _____	_____	34 _____	_____
14 _____	_____	35 _____	_____
15 _____	_____	36 _____	_____
16 _____	_____	37 _____	_____
17 _____	_____	38 _____	_____
18 _____	_____	39 _____	_____
19 _____	_____	40 _____	_____
20 _____	_____	41 _____	_____
21 _____	_____	42 _____	_____

# WEEKLY SAFETY MEETING

All Euramax Subsidiaries

## HOUSEKEEPING

### Employee Puzzle

Careless clutter puts a bad mark on your safety record. Good advice: Put trash, recyclables and scrap into the proper containers.

L	I	A	F	E	P	B	P	S	I	O	R	O	B	O	O	T	T	H	H
A	S	T	T	E	R	Y	U	G	S	N	T	E		N	A	R	D	C	E
	L	K		U	T			O	C		D	S		N	N				

This ordinary task can have an extraordinary impact on safety. While it's a daily duty, it needs to be part of your long-term strategy.

F	G	T	Y		P	O	M	E		P	L	A	Y	O	U	R	E	S	A
M	E	K	A		G	A	O	T		H	F	U	N	E	K	E		P	I
N	A		E		G	A	R	D		O	O		S						