

Safety Meeting Topic #10

Good Housekeeping Practices

OSHA makes good housekeeping a workplace safety requirement. OSHA regulations have such housekeeping requirements as: keeping workplaces clean and orderly and in a sanitary condition to the extent that the nature of the work allows; maintaining floors so far as practicable, in a dry condition; keeping floors, working places, and passageways free from protruding nails, splinters, loose boards, and unnecessary holes and openings; keeping aisles and passageways clean and in good repair with no obstructions across or in aisles that could create a hazard; In areas that contain flammable liquids, keeping combustible wastes to a minimum, stored in covered metal receptacles and disposed of daily; Keeping outside grounds around buildings free of weeds, trash, or other unnecessary combustible materials.

Keep work areas neat, organized, and safe. Don't leave tools, materials, boxes, cords, cables, or air hoses on the floor. Report loose floor boards, holes, or other floor problems that could cause tripping. Clean up all spills immediately, they are slipping hazards. Clean up small chemical spills according to the MSDS and company procedures. Alert trained responders to larger spills immediately. Clean up non-chemical spills (coffee, water, etc.) immediately. Never place materials in aisles and passageways or on stairs. They're tripping hazards and can block emergency equipment and evacuation routes. Stack materials carefully, so they don't fall over or block access to sprinklers. Have a place to keep all tools and materials, and put them there whenever you're not using them. Don't leave sharp tools lying around with their edges exposed. Keep tools and equipment away from table or shelf edges, so they won't fall. Keep all drawers closed when they're not in use. Avoid keeping food and beverages in the work area. They can spill or fall and cause slipping and tripping hazards. They may also be contaminated by chemicals.

Prevent flammables, combustibles, and electrical equipment from causing fires. Keep all containers of flammable liquids closed when not in use. Dispose of all combustible scrap, such as oily rags, in approved, closed metal containers. Be sure all containers are labeled. Dispose of paper and other trash promptly; empty containers often. Don't let grease or dirt build up on machinery and equipment. Keep paper and other combustibles away from lights and electrical equipment. **Smoke only in permitted areas**. Put all cigarettes and matches completely out in ashtrays.

Take responsibility for identifying and eliminating hazards. Every employee has a personal responsibility to: keep his or her own work area neat, clean, and safe. Keep aisles, passages, and stairways clear and uncluttered. Put tools and materials away in their assigned places when they're not being used. Report anything that's broken or not working properly immediately so it can be fixed.

Discussion Point: Conduct this session in the work area, where you can point out (and have participants point out) good and bad examples of safe housekeeping practices.

Conclusion: Good housekeeping is a vital part of safety. OSHA requires neat, clean workplaces because they're safer. Just taking a little time to put things in their proper place can prevent many accidents and injuries.

Name _____ Date _____

**SAFETY MEETING # 10 - GOOD HOUSEKEEPING PRACTICES
TRAINING QUIZ**

1. OSHA has strict housekeeping requirements for keeping things clean and orderly.
A. True
B. False
2. Leaving tools on the ground when you go on a coffee break is allowed.
A. True
B. False
3. Each job site must have _____.
A. One person in charge of picking up tools
B. A box to dump your tools in at the end of the day
C. A place for everyone to put away tools in an orderly manner
D. All of the above
4. Smoking is allowed anywhere on a job site as long as you use an ashtray.
A. True
B. False
5. Each employee is responsible for keeping his/her own work area clean and organized.
A. True
B. False
6. You must dispose of oily or flammable rags and other combustible scrap by _____.
A. Burning them
B. Tossing them in a dumpster
C. Placing them in approved closed metal containers
D. Placing them in plastic trash bags or boxes
7. You can cause serious tripping hazards by leaving things on stairs.
A. True
B. False
8. Avoid keeping food or beverages in work areas because _____.
A. They can be stolen
B. They can become contaminated by chemicals
C. They can draw rats
D. They can be smashed
9. If you're working with chemicals you should always _____.
A. Wipe up spills immediately
B. Alert trained responders to larger spills
C. Dispose of clean-up materials properly
D. All of the above
10. Hayward Electric requires you to wear proper PPE while working with chemicals.

- A. True
- B. False

11. A foreman should inspect the work area frequently for cleanliness and organization.
 - A. True
 - B. False

12. If there is not a dumpster or trash can available on a job site you should _____.
 - A. Load the trash in the back of your truck and cover it with a tarp
 - B. Ask the customer or general contractor to provide one
 - C. Call the office to have one delivered
 - D. Any of the above

13. Chemicals and combustibles must be left in open containers when not in use to let them breathe.
 - A. True
 - B. False

14. You should report any hazards or defects to your supervisor immediately.
 - A. True
 - B. False

15. Broken or damaged tools and equipment should be _____.
 - A. Used until a replacement can be sent out
 - B. Returned to the shop even if it's not salvageable
 - C. Left on the floor
 - D. Thrown in a dumpster