

## Toolbox Talk: Housekeeping



### Introduction to Housekeeping

Housekeeping, in the context of a workplace or industrial setting, refers to the routine maintenance and upkeep of the work environment to ensure it is clean, safe, and organized.

### Why Housekeeping is AWESOME:

It's awesome because it helps:

**Minimize Hazards:** Regular debris, spill, and danger removal through housekeeping actively slashes the accident risk from slips, trips, and falls, notorious in cluttered or neglected spaces.

**Enhances Productivity:** An orderly workspace smoothens workflows and simplifies tool and material access, turbocharging productivity and operational efficiency.

**Improves Health:** A clean workplace is a fortress against germ spread, dialing down the risk of occupational diseases, particularly in sectors exposed to hazardous substances.

**Maintains Assets:** Consistent care and maintenance breathe extended life into equipment and facilities, dodging expensive breakdowns.

**Promotes a Positive Work Environment:** A pristine, well-kept workplace elevates morale and crafts an excellent impression on employees, visitors, and prospective clients.



What does OSHA say about it?

OSHA's regulations on walking-working surfaces are specifically outlined in section 1910.22:

- **1910.22(a)(1)** mandates that all places of employment, including passageways, storerooms, service rooms, and walking-working surfaces, must be kept in a clean, orderly, and sanitary condition.
- **1910.22(a)(2)** requires that floors in workrooms be maintained in a clean and, as much as feasible, dry condition. Adequate drainage and dry standing places like false floors, platforms, and mats must be provided when wet processes are used.
- **1910.22(a)(3)** states that walking-working surfaces must be free of hazards such as sharp or protruding objects, loose boards, corrosion, leaks, spills, snow, and ice.

The DO's and DON'Ts of maintaining a clean site:

**DO:**

- **Maintain cleanliness and order:** by keeping all areas of employment clean and orderly, reflecting OSHA's requirements and our commitment to safety.
- **Ensure floors are dry and clean:** immediately address spills and use mats or dry platforms in wet areas to prevent slip hazards.
- **Remove and report hazards:** routinely inspect for and remove or report any potential hazards on walking-working surfaces to your supervisor.

**DON'Ts:**

- **Neglect spill cleanup:** Ignoring spills puts everyone at risk of potential slip and fall accidents.
- **Leave debris on floors or aisles:** Leaving garbage, materials, or tools on the floor or in aisleways can cause hazards and reduce workflow.
- **Overlook maintenance issues:** Failing to address loose boards, leaks, or sharp objects on surfaces can also cause major problems.

**Lastly:**

If you see something, take 5minutes out of your day and clean it up!

