Housekeeping

Good housekeeping is ESSENTIAL for safety. When properly done, it reduces accidents and injuries, improves morale, reduces potential for fire and can make work easier. It is important that we make housekeeping an integral part of all our jobs. As it becomes a standard part of daily operations, less time and effort are needed to maintain housekeeping at a high level.

Good housekeeping requires effort and teamwork, but it’s worth it. Here are some general pointers:

- Keep work areas, aisles and walkways clean and clear.
- Keep floors clean, dry and in good condition.
- Keep vehicle cabs clean and free of debris. Keep dash area clear of maps, paperwork, etc.
- Regularly remove trash and empty trashcans.
- Keep sprinklers, fire alarms and fire extinguishers easily accessible.
- Store tools and equipment properly, in their designated storage areas.
- Clean up spills and leaks of any type immediately.
- Maintain excellent ground maintenance practices.
- Keep lunch facilities, locker rooms and toilet areas clean and orderly.
- Do not forget housekeeping in out-of-the-way places such as lift/pump stations, basements, pipe galleries, and boiler rooms that would otherwise be overlooked.
- Don’t use facility upgrades and construction projects as an excuse for lowering housekeeping standards.

---

ICE

Cell users are being urged to program the acronym ICE - - “in case of emergency” -- into their cellphone that contains the names and numbers of people to be contacted in case you are in an emergency.
How Can We Benefit?

We all want to work in a neat and clean environment. Good housekeeping can:

▪ **Eliminate** clutter, a common cause of accidents such as slips, trips and falls and fires and explosions.

▪ **Reduce** the chances of harmful materials entering the body (e.g. dust, vapors).

▪ **Increase** productivity (the right tools and materials for the job will be easy to find).

▪ **Improve** your department’s image (good housekeeping reflects a well-run business. An orderly workplace will impress all who enter it – employees, visitors, customers, etc.).

**5 HABITS OF SAFE PEOPLE**

Safe people always:

▪ Understand the risks of their jobs.
▪ Perform jobs the way they are supposed to be done, without taking shortcuts.
▪ Never become complacent about safety.
▪ Get involved in efforts to improve safety.
▪ Know what to do in an emergency.

**Practice these safety habits every day!**

**KEEP YOUR WORK AREA NEAT, ORGANIZED - - AND SAFE!**

▪ **Help** keep inventory to a minimum (good housekeeping makes it easier to keep track and get an accurate count).

▪ **Make** the workplace neat, comfortable and pleasant – not a dangerous eyesore.