



ALABAMA MUNICIPAL INSURANCE CORPORATION MUNICIPAL WORKERS COMPENSATION FUND, INC.



Loss Control Division

HOUSEKEEPING

Date: _____ Time: _____ Department: _____ Person Conducting: _____

Meeting Objective: To educate employees about the importance of good housekeeping and review good housekeeping procedures.

Your work area is a direct reflection of you and your company. Every customer, guest, member of management, and OSHA inspector will form an immediate opinion of your work ethics based upon the housekeeping of your work area.

Of more importance, good housekeeping promotes a safe work environment for you and your co-workers. Having a daily routine for housekeeping will benefit everybody by:

1. Decreasing the slip, trip, and fall exposures.
2. Reduce fire hazards and allow access to fire prevention equipment.
3. Decrease the "looking for" time by having everything in its place.
4. Promoting efficiency and reducing careless injuries.
5. Increasing employee morale due to improved work environments and work habits.

The following are some examples of poor housekeeping:

1. Cords or hoses stretched across walkways or working platforms.
2. Materials stored in aisles or spills left on floors.
3. Sharp objects protruding into walkways.
4. Items stored overhead in a way which they could easily fall.
5. Not using the trash receptacles provided.
6. Tools not replaced after use.
7. Uneven boards, loose carpeting, floor holes or slippery floors.
8. Any object stored on a ladder or stairs.
9. Storage of items which are obsolete, excess, or no longer needed.

For a housekeeping program to be effective, everyone must participate. Do not expect maintenance personnel, a laborer, a janitor, or a co-worker to clean up your area. It is your responsibility alone. However, management should provide brooms, mops, cleaning supplies, and trash receptacles.

The following are housekeeping guidelines which must be adhered to so we can all work in an orderly and safe environment:

1. All cords and hoses should never be pulled across a walkway. If this is temporarily necessary, tape the cord or hose to the floor. When finished, be sure to coil and hang up the cord or hose.
2. Ensure all walking/working surfaces are clear of debris, dust, lint, paint, granular materials, sand, mud, ice, tools, parts, loose carpeting, and other slip/trip hazards.

3. Immediately clean any spills. If the spill involves a chemical, consult the MSDS procedures and follow company policy.
4. Dispose of waste at the end of each operation. Do not wait until the end of the day.
5. Maintain adequate aisle spacing at all times. Materials should only be removed from storage as needed. Return any unused materials after each operation is finished.
6. Ensure access to exits is maintained at all times. Never store items or trash in front of, or on either side of an exit door.
7. Ensure no items protrude into walkways. Cover or sand down any splintered surfaces or sharp edges.
8. Never store or place anything on a ladder or stair.
9. Clean equipment and tools after each use. do not allow oil, excess grease, dust, or lint to accumulate.
10. All tools should be stored in the proper container or area when not in use.

Review any other housekeeping rules specific to your department or area. Remember, good housekeeping is not a once-in-a-while procedure. An occasional intensive cleaning session is great, but true safety results become evident when housekeeping becomes an integral part of your daily program. Anyone capable of making a mess is capable of cleaning it up.

At this time, identify the housekeeping hazards associated with your operation or department. Showing specific examples is beneficial. Ask workers to identify existing or potential housekeeping hazards in their areas. Review steps that should be taken to remove existing hazards and prevent potential hazards.

SIGNATURES OF ALL THOSE IN ATTENDANCE

NOTE: This document is not intended to be legal advice. It does not identify all the issues surrounding the particular topic. Public agencies are encouraged to review their procedures with an expert or an attorney who is knowledgeable about the topic. Reliance on this information is at the sole risk of the user.¹
