

Workplace Housekeeping



Why me?

The Louisiana Office of Risk Management as well as the Occupational Safety and Health Administration require employees and employers to follow general housekeeping safety rules and procedures. This is included in the quarterly building inspections conducted in every building.

Good housekeeping practices will be covered by this training.

Session Outline

The main objective of this session is to emphasize the importance of good housekeeping and explain what it really involves. By the time this session is over, you should be able to:

- Recognize the importance of good housekeeping
- Understand housekeeping responsibilities
- Develop good housekeeping habits
- Identify and eliminate housekeeping hazards
- Help prevent workplace fires and accidents

What You Need to Know

- Benefits of good housekeeping
- Costs of poor housekeeping
- Housekeeping responsibilities
- Good housekeeping habits
- Common housekeeping hazards
- How to eliminate housekeeping hazards and prevent accidents

Benefits of Good Housekeeping

There is a direct relationship between a clean, neat, orderly workplace and a safe workplace.

Good housekeeping:

- Eliminates accidents and fire hazards

- Maintains safe and healthy work conditions

- Saves time, money, materials, space, and effort

- Improves productivity and quality

- Boosts morale

- Reflects a well-run organization

Costs of Poor Housekeeping

On the flip side are the costs of poor housekeeping, which include:

Slips, trips, and falls

Fires

Chemical and machine accidents

Injuries from electrical problems

Collisions and falling objects

Health problems

Good Housekeeping Habits

Developing good housekeeping habits will protect you and your co-workers from injuries on the job.

Make time for housekeeping

Evaluate your workspace

Remove hazards before starting work

Turn equipment off after using it

Clean up as you go

Daily Housekeeping Checklist

To help you keep up with housekeeping duties,

Common Injuries from Slips, Trips, and Falls

Slips, trips, and falls are among the most common hazards of poor housekeeping. Any number of injuries can occur as a result.

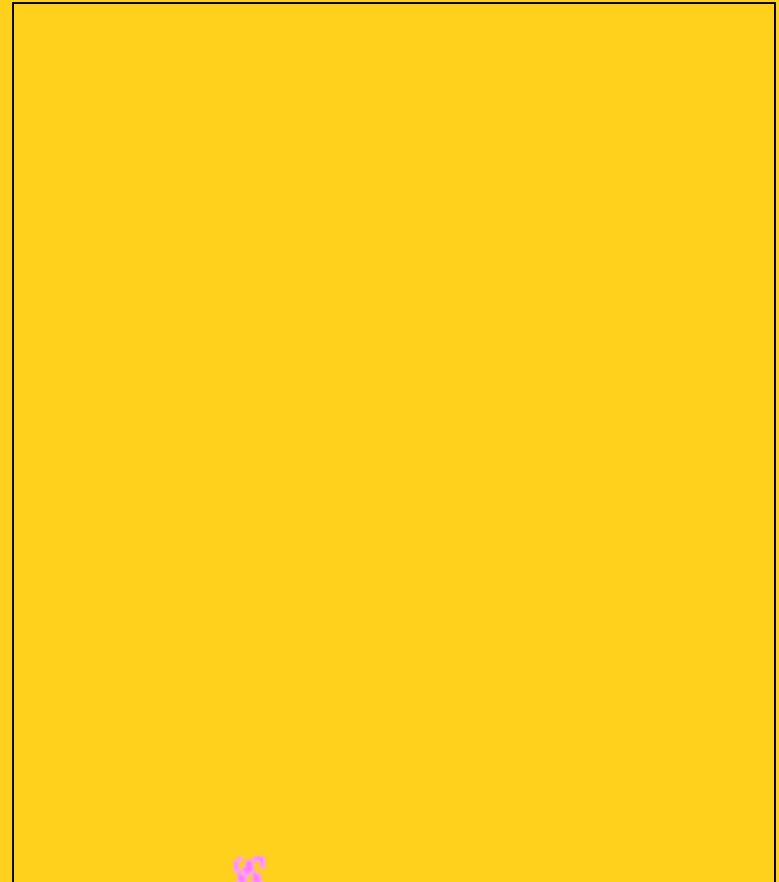
Strains and sprains

Torn ligaments

Broken bones

Back or spine injury

Death



Prevent Slips

Preventing slips requires discipline and a willingness to go the extra mile. Even though it might not be your job, take the time and effort to remove slip hazards in order to prevent accidents.

Clean up spills

Repair leaks

Pick up objects

Sweep up debris

Wear slip-resistant shoes

Contact custodians for assistance



Prevent Falls

Good housekeeping will also help prevent falls from heights.
To prevent falls:

Be careful on stairs

Use ladders safely

Replace fall protection chains or barriers

Use fall arrest equipment when required

Fire Prevention

Good housekeeping also plays a major role in preventing fires.

Store flammable and combustible liquids in proper containers

Keep reactive chemicals separated

Prevent the accumulation of combustibles

Keep combustibles away from electrical equipment and hot machinery

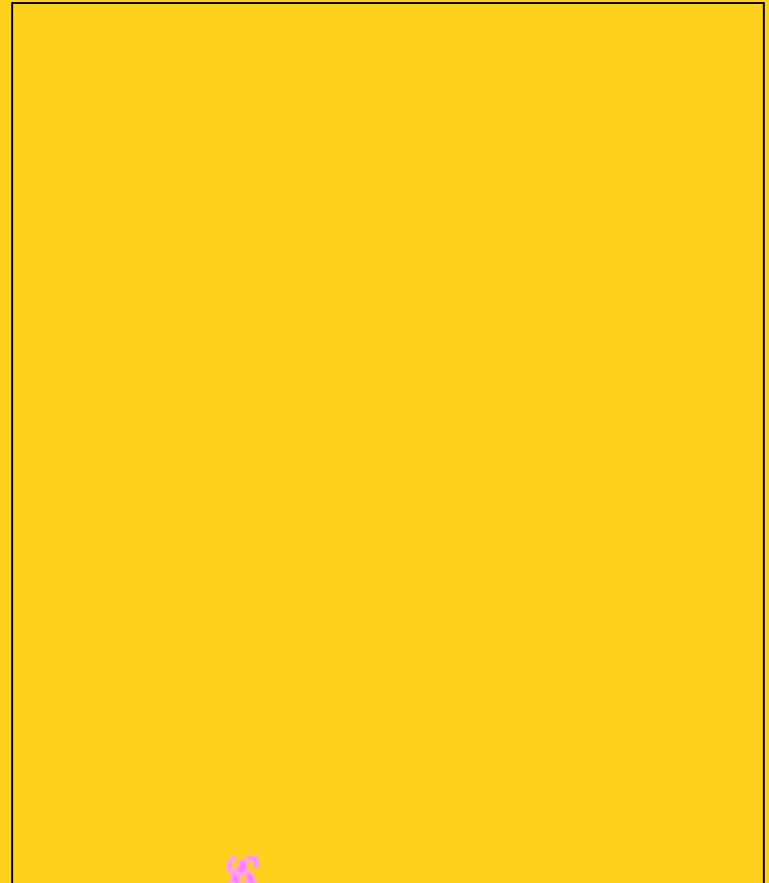
Exits and Fire Equipment

Good housekeeping to prevent fires also includes fire exits and firefighting equipment.

Keep evacuation routes clear

Make sure fire extinguishers are accessible

Ensure that electrical panels can be opened



Chemical Safety

Good housekeeping contributes to chemical safety as well:

Make sure containers are properly labeled

Inspect containers for signs of damage

Wear required Personal Protective Equipment

Follow safe storage and handling procedures

Clean up spills

Equipment/Machine Safety

Good housekeeping requires you to follow safe work practices with machines and equipment, too. That means:

- Keep the area around machines clear
- Inspect machines before use
- Make sure all guards are operating
- Follow lockout/tagout procedures
- Clean machines and put away tools

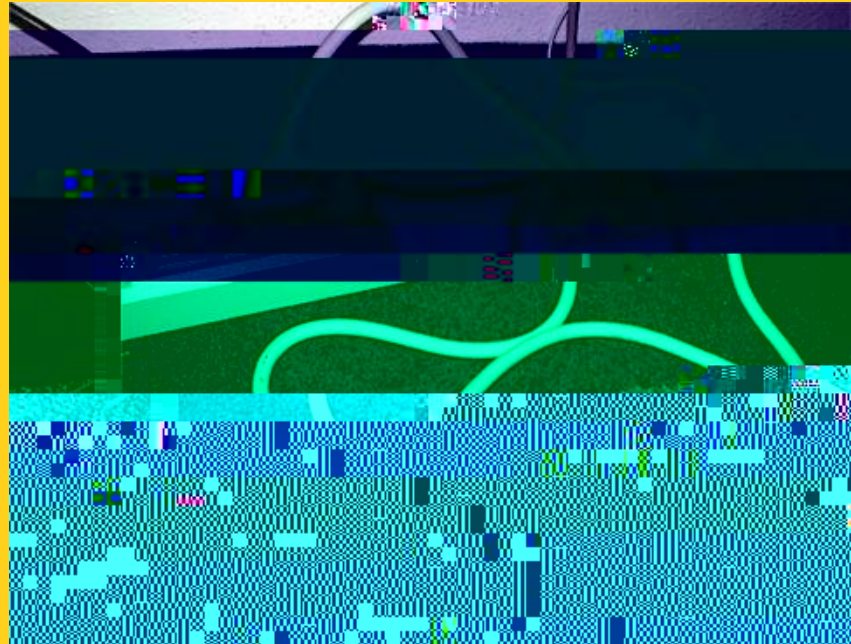


Electrical Safety

Also remember these good housekeeping tips for electrical safety:

Keep heaters and furnaces clear
Inspect electrical cords before use

Keep combustibles away from
electrical equipment
Keep electrical equipment clean



Prevent Cuts, Bumps, and Scrapes

Good housekeeping can also help prevent cuts, bumps, scrapes, and more serious injuries.

leave objects sticking out

Pad head hazards

Clean up broken glass immediately

Properly store blades and sharp tools

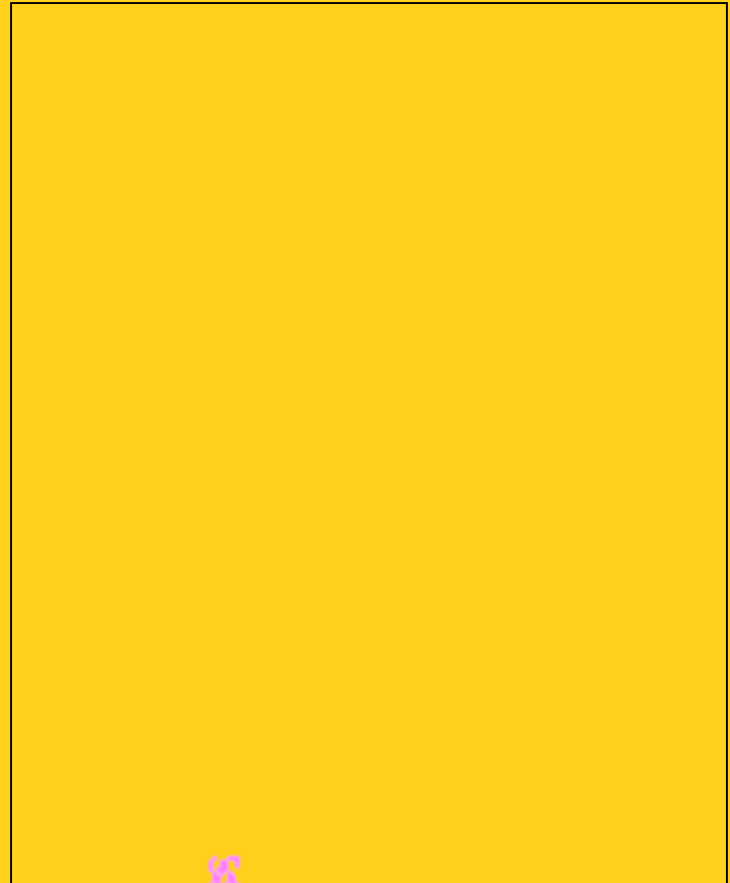
Properly discard old blades

Keep utility knives sheathed or retracted

Use the Right Equipment for Housekeeping Tasks

When performing housekeeping tasks be sure to select the right equipment for the job. That might include:

- Personal Protective Equipment
- Brooms, vacuums, mops, and sponges
- Cleaning rags
- Cleaning compounds



Lift and Carry Safely

Housekeeping tasks frequently involve lifting and carrying objects. That means when thinking about safe housekeeping, you also have to think about safe lifting and carrying techniques.

Check your route of travel

Get a good grip

Lift with your legs, not your back

Make sure you can see over the object

ULM Custodians/ServiceMaster

University cleaning crews are not responsible for kitchen areas, dishes, etc. They are responsible for the buildings and a 10 foot perimeter around them

Cleaning personnel do not unlock offices to clean

Key Points to Remember

Good housekeeping helps prevent workplace fires and accidents

Keeping the workplace neat, clean, and

Keep alert to housekeeping hazards

Eliminate or report hazards you identify anywhere in the facility