



Goals: This safety session should teach employees to:

- Realize that good housekeeping is a safety requirement.
- Know how to identify and eliminate housekeeping hazards.

Applicable Regulations: 29 CFR 1910.141(a)(3), .22(a), .106(e)(9), .176.B



1. 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 obstruction 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”

2. 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 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 be contaminated by chemicals.

3. 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.

4. 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 so it can be fixed

Discussion Points:

-  -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 place can prevent many accidents and injuries.

Test Your Knowledge



Have your employees take the good housekeeping practices quiz. By testing their knowledge, you can judge their understanding of how to prevent these accidents and whether you need to review this important topic again soon.



La Limpieza y el Mantenimiento son Buena Practica de Seguridad

- ✓ Mantenga los pasillos, escaleras y pisos libres de herramientas, materiales, cajas, cables, mangueras y basura.
- ✓ Mantenga los cajones cerrados.
- ✓ Guarde las herramientas y materiales cuando no los está usando.
- ✓ Cubra los filos de las herramientas.
- ✓ Apile materiales cuidadosamente para que no se caigan ni bloqueen el acceso a los extintores rociantes.
- ✓ Limpie todos los derrames de inmediato y correctamente—o llame a alguien que pueda hacerlo.
- ✓ Reporte cuando el piso esté flojo o roto o cuando descubra equipos que estén dañados.
- ✓ Evite tener comida y bebidas en el área de trabajo.
- ✓ Ponga la basura en contenedores adecuados—contenedores metálicos cerrados para desechos combustibles.
- ✓ No deje que el papel u otros materiales combustibles entren en contacto con las luces o con equipos eléctricos.
- ✓ No deje que el polvo o la grasa se acumulen en las maquinarias y equipos.
- ✓ Fume solo donde esté permitido, y apague los cigarrillos en ceniceros.
- ✓ Mantenga cerrados los contenedores de líquidos inflamables cuando no están en uso.
- ✓ No coloque herramientas ni equipos en los bordes de estantes o mesas.



Good Housekeeping Is a Good Safety Practice

- ✓ Keep aisles, passage ways, stairways, and floors clear of tools, materials, boxes, cords, cables, air hoses, and trash.
- ✓ Close drawers.
- ✓ Put tools and materials away when you're not using them.
- ✓ Cover sharp edges of tools.
- ✓ Stack materials carefully, so they won't fall or block sprinkler access.
- ✓ Clean up all spills immediately and properly—or call someone who can.
- ✓ Report any loose or broken flooring or other broken equipment.
- ✓ Avoid keeping food and beverages in the work area.
- ✓ Place all trash in proper containers—closed metal containers for combustible waste.
- ✓ Don't let paper or other combustibles come in contact with lights or electrical equipment.
- ✓ Prevent dirt or grease buildup on machinery and equipment.
- ✓ Smoke only where permitted, and put out smoking materials in ashtrays.
- ✓ Keep flammable liquid containers closed when not in use.
- ✓ Don't place tools or equipment on the edges of shelves or tables.

MEETING SIGN-IN SHEET

LOCATION MANAGER:	Meeting Date:
TOPIC OF MEETING: SUMMARY OF MEETING:	



Name	Title

