



# HOUSEKEEPING SAFETY

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## **Don't Make a Mess of Safety**

What does housekeeping have to do with safety? Lots! A clean and orderly workplace is essential to avoid falls, fires and many other kinds of accidents and injuries.

Checklists are a useful way to eliminate the hazards of poor workplace housekeeping. Here's a checklist you can use to keep your workplace safe and organized.

### **Housekeeping Checklist:**

- Workstations are clean and free of clutter.
- Materials stored in clearly labeled containers in designated storage areas only.
- Floors are clean, dry and in good condition.
- Spills and leaks of any type are cleaned up quickly and properly.
- Proper waste containers are located in easy to access areas and emptied regularly.
- Oily rags are disposed of in covered metal cans.
- Machinery is kept clean and properly maintained.
- Electrical cables, cords, plugs and outlets are inspected regularly for wear and damage.
- Stools and chairs are tucked away so they are not tripping hazards.
- Drawers and cabinet doors are kept closed to prevent tripping hazards.
- Aisles, exits and entrances are free of obstructions.
- Materials are safely stacked so they will not collapse or fall
- Fire Extinguishers are easily accessible and not blocked by stored materials or other obstructions.