



# Rutherford County Safety Training

## Housekeeping



# Course Objectives

After reviewing this material you will be able to:

- Recognize the importance of good housekeeping
- Understand housekeeping responsibilities
- Develop good housekeeping habits
- Identify and eliminate housekeeping hazards



# Safety Awareness

To most people, good housekeeping in the workplace just means sweeping up at the end of the shift. But good housekeeping is a lot more than that. It is defined as a neat and orderly workplace.

Good housekeeping is the foundation of an effective accident prevention program.

**Risk** – Slips, Trips, Falls, Cuts, Scrapes, & Burns

**Hazard** – Clutter, Spills, Cords in Walkways, Insufficient lighting

**Safety** – Make Housekeeping A Daily Habit



# Who's Job is it Anyway

Maintenance departments are paid to clean and maintain our workplaces but *Housekeeping* is everyone's responsibility. We should follow three simple rules we were taught as children:

## 1. Clean up your mess

- Clutter
- Spills

## 2. Put it back when you are finished with it

- Everything has a place
- Leave it better than you found it

## 3. No matter how it broke, let someone know

- Damaged equipment can cause major problems
- Do not let a co-worker find it by *ACCIDENT*



# Benefits of Good Housekeeping

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

- Eliminates accidents and fire hazards
- Maintains safe, healthy work conditions
- Saves time, money, materials, space, and effort
- Improves productivity and quality
- Boosts Morale
- Reflects a well-run organization



# Good Housekeeping Habits

## Things that should be second nature:

- Make time for housekeeping
- Evaluate your workspace
- Remove hazards before starting work
- Turn equipment off after using it
- Clean up as you go
- Never ignore a safety hazard





# Common Housekeeping Hazards

## Walking Surface Housekeeping:

- Clean Up Spills
- Report Leaks
- Pick Up Objects & Debris
- Report Damaged Carpet, Tile, etc...
- Secure Cords & Hoses

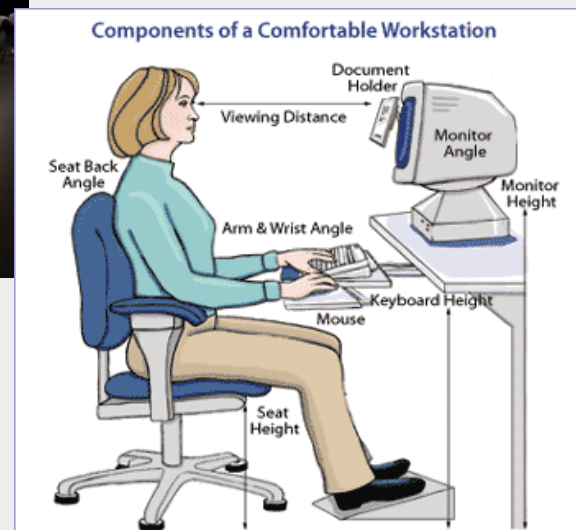




# Common Housekeeping Hazards

## Ergonomic Housekeeping :

- Discard Broken Chairs
- Utilize Mats For Prolonged Standing & Wet Areas
- Desk Set-Up (Monitor & Keyboard Placement)
- Replace Burned Out Light Bulbs







# Common Housekeeping Hazards

## Fire Safety Housekeeping:

- Utilize Flammable Storage Cabinets
- Avoid Accumulation of Combustibles
- Don't Store Combustibles Near Electrical Equipment
- Don't Block Evacuation Routes
- Don't Hang Items On Fire Extinguishers
- Clearly Mark Fire Exits





# Common Housekeeping Hazards

## Chemical Housekeeping:

- Properly Label Chemicals
- Properly Store Chemicals
- Discard Damaged Personal Protective Equipment
- Utilize Spill Kits (located in maintenance closets)
- Discard Unlabeled Chemical Containers

Chemical Name	
CAS #	
HEALTH	<input type="checkbox"/>
FLAMMABILITY	<input type="checkbox"/>
REACTIVITY	<input type="checkbox"/>
SPECIFIC	<input type="checkbox"/>
OKLAHOMA STATE HAZARD COMMUNICATION	

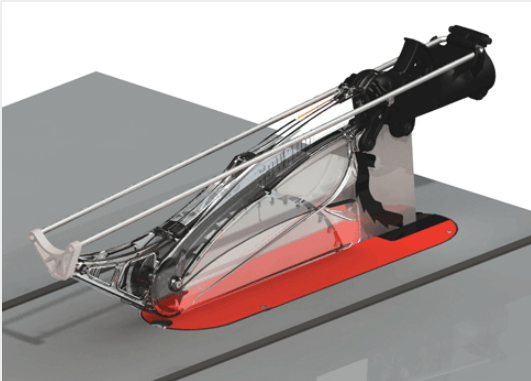




# Common Housekeeping Hazards

## Machines & Equipment Housekeeping:

- Inspect Tools & Equipment Prior To Use
- Ensure Machine Guards Are In Place
- Follow LockOut/ TagOut Procedures
- Clean Machines On A Regular Basis (*unplug first*)
- Avoid Leaving Sharp Items Lying Around



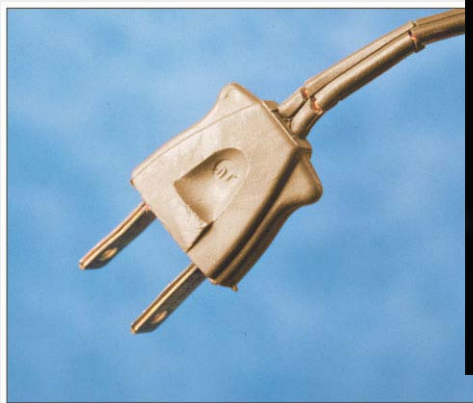




# Common Housekeeping Hazards

## Electrical Housekeeping:

- Inspect Cords Before Use
- Avoid Overloading Circuits
- Don't Store Combustibles Near Electrical Equipment
- Follow Portable Electric Heater Safety
- Remove Dust, Debris, and Grease Build-Up





# Injury Reporting

In the event you are injured on the job please remember these On The Job (OJI) rules:

- Injuries must be reported within the current working shift to your supervisor
- Individuals seeking treatment must select a doctor from the “Panel of Physicians”
- Medical treatment must be sought within the first seven (7) days to be a covered expense
- Missed appointments will terminate benefits





# Safety Training Contact

For answers to questions, interactive discussion or other information related to *Housekeeping*, please contact:

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