



Housekeeping Can Make a Difference!

What Does Housekeeping *Really* Mean?

- Everything associated with the job is kept *close* to the work area to reduce travel and prevent overextension.
- All items are kept in tip-top condition.
- All work areas are kept neat and free of unnecessary obstructions.

Guidelines for Maintaining a Clean, Orderly and Safe Work Area

- Start your own “maintain-as-you-go” program.
- Reward neatness.
- Make sure you have a place for everything you need to perform your job *in your work area* — aisles and stairwells are *not* storage areas!

Requirements for Good Industrial Housekeeping

- Clean and store tools properly.
- Remove broken tools from service until they are fixed or replaced.
- Store materials properly (flammable liquids must be clearly marked).
- Clean up spills immediately.
- Maintain lighting.

Requirements for Good Laboratory Housekeeping

- Follow established procedures for chemical spill cleanup and disposal.
- Maintain container labels.
- Keep all instruments and equipment free from chemicals and debris build-up.
- Know how to find and apply the information available in your company’s Chemical Hygiene Plan and the Material Safety Data Sheets.

Requirements for Good Office Housekeeping

- Keep aisles clean.
- Close file and desk drawers.
- Keep your desktop clean.
- Store sharp objects, such as scissors, letter openers and staple removers, in locations where they may be retrieved easily and safely.
- File all loose paper to minimize fire hazards.

Want to know more?

Accident Fund is committed to providing our policyholders unrivaled WorkSafe Consulting Services and online safety materials.

For more information, visit us at AccidentFund.com/worksafe.