

## Good Housekeeping Prevents Accidents

Housekeeping should be a part of every employee's safety training, but too often, housekeeping goes by the wayside. It takes a backseat to "harder" safety issues like fire prevention, guarding, struck by accidents, etc. While it is true that these things are responsible for tragic accidents, many other accidents can be attributed to poor housekeeping. Proper housekeeping is everyone's responsibility; it must be built into every job.

Here is a Housekeeping 10 point checklist:

- All tools and materials should be returned to their proper place after every use.
- Electrical appliances, tools, and cords should be kept away from wet or hot surfaces.
- Walkways, aisles and stairways must be kept clear at all times.
- Trash should be disposed of in proper receptacles.
- Drawers must be kept closed.
- Slippery walking surfaces, uneven floors, broken tiles, and similar slip trip and fall hazards must be reported immediately.
- Chemicals must be stored in proper containers and in the proper locations.
- Do not let dirt or grease build up on work surfaces or on tools.
- Food and drinks should be kept out of the work area.
- Clean up spills immediately or report them to someone who can.

Keep your eyes open as you walk through your work area and think about the many possibilities of how things might go wrong as a result of poor housekeeping. The things mentioned here are just a few. Preventing housekeeping related accidents and injuries requires diligence on the part of all employees.

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