Housekeeping for a Safe Work Environment

Employees are injured every day because of poor housekeeping in and around work areas. Poor housekeeping increases the risk of many perils, including trip-and-fall accidents and fire danger. A shop, yard, vehicle, office area, or storage facility that is kept clean throughout the day reduces that risk. The following tips should help keep workplaces clean and safe:

Preventing Slips and Falls:

- Clean up all spills and leaks, including oil, grease, and water.
- Replace worn or damaged flooring.
- Use mats, anti-slip flooring, or drip pans in appropriate areas.
- Keep aisles, stairways, and exits free from obstructions and clutter.
- Keep extension cords and cables out of walkways and organized under desks.
  - Shut file cabinet drawers when not in use.
  - Don't use workplace areas for storage.

Reduce Fire Hazards:

- Store combustible materials, such as oil-soaked rags, waste, and shavings in approved containers with lids.
- Store fuel and other flammable liquids only approved containers and in appropriate storage areas.
- Store batteries in well-ventilated areas protected from sparks or open flames.

- Leave space around sprinklers, fire extinguishers, and sprinkler controls.
- Dispose of unused materials.
- Regularly empty trash.

Prevent Falling Objects:

- Store materials and supplies in an orderly manner.
- Store heavy objects on lower shelves.
- Do not stack too many boxes or other objects on top of one another.

Additional Resources
- Safety + Health 11 Tips for Effective Workplace Housekeeping
- TMLIRP Media Library:

  - Housekeeping, DVD #547
  - Housekeeping: It Ain't Like the Movies, DVD #555
  - Janitorial Safety, DVD #756