

### **EFFECTIVE WORKPLACE HOUSEKEEPING**

While your employer has the ultimate responsibility for providing a safe and clean workplace, you must also do your part by paying close attention to housekeeping basics. Consider the following:

- Correct unsafe conditions immediately or barricade the area so others are protected until the condition can be corrected. Report housekeeping problems to supervisors so corrective actions can be taken. Tell your supervisor if you need supplies to keep your work area neat and clean.
- Keep walkways clear of obstructions and protrusions. This includes on the floor and at the entire body height. Boxes, briefcases, tools, trash, electrical cords, cabinet drawers and other similar items must be kept out of walkways to prevent slips, trips, falls and bumps.
- Put tools and other work items that are not being used away in designated storage areas.
- If a light bulb burns out, either replace it or report it so it can be replaced.
- Clean up liquid spills or grease on the floor or barricade the area until a clean-up can be completed. During inclement weather, put absorbent mats on flooring that is slippery when wet. Icy sidewalks, steps and parking lots should be salted or sanded.
- If an area rug is wrinkled, straighten it. If flooring is damaged, report it.
- Food should be stored, consumed and remnants disposed of in a manner to prevent rodent or bug infestations.
- Place trash in containers. If you see trash, pick it up even if it is not yours and put it into the trash container.
- Store oily rags in UL approved containers. Store flammable or hazardous wastes in accordance with the manufacturer's recommendations and dispose of them an approved manner.
- Dispose of sharp items properly. Broken glass or other sharps should be placed in a sealed box and marked as containing broken glass or sharps. If nails are protruding from boards, remove the nails or bend them down.

*This Toolbox Talk provides general guidelines for voluntary use by employers and is not intended to provide all necessary safety information and precautions for specific workplace operations and situations. The American Supply Association assumes no responsibility or liability for the use of the information provided.*

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