

Housekeeping

Introduction:

You never get a second chance to make a good first impression. The negative impressions and implications of poor housekeeping can affect you, your customers and co-workers for a long time.

If your housekeeping habits are poor, the result may be employee injuries, OSHA penalties and even difficulty in securing future work.

Hazards:

- Employees trip, fall, strike or are struck by out-of-place objects.
- Injuries from using improper tools because the correct tool can't be found.
- Lowered production because of the time spent maneuvering over and around someone else's mess, and time spent looking for proper tools and materials.
- Time spent investigating and reporting accidents that could have been avoided.

Safe procedures:

- Clean up after yourself.
- Pick up your trash and debris and dispose of it properly.

- Have a place for everything and put everything in its place.
- Store everything straight and square.
- Stack materials orderly and secure them so they won't topple.
- Implement a routine cleaning schedule.
- Keep your work area clean throughout the day. This will minimize the amount of time needed to clean a "larger mess" at the end of the day.

In conclusion:

An uncluttered workplace shows respect for those who work here. Help keep it that way!