Rutherford County Safety Training

Housekeeping

Course Objectives

After reviewing this material you will be able to:

- Recognize the importance of good housekeeping
- Understand housekeeping responsibilities
- Develop good housekeeping habits
- Identify and eliminate housekeeping hazards

Assessment

- 5 question quiz

Safety Awareness

To most people, good housekeeping in the workplace just means sweeping up at the end of the shift. But good housekeeping is a lot more the than that. It is defined as a neat and orderly workplace.

Good housekeeping is the foundation of an effective accident prevention program.

Risk – Slips, Trips, Falls, Cuts, Scrapes, & Burns

Hazard – Clutter, Spills, Cords in Walkways, Insufficient lighting

Safety – Make Housekeeping A Daily Habit

Who's Job is it Anyway

Maintenance departments are paid to clean and maintain our workplaces but *Housekeeping* is everyone's responsibility. We should follow three simple rules we were taught as children:

1. **Clean up your mess**
   - Clutter
   - Spills
2. **Put it back when you are finished with it**
   - Everything has a place
   - Leave it better than you found it
3. **No matter how it broke, let someone know**
   - Damaged equipment can cause major problems
   - Do not let a co-worker find it by ***ACCIDENT***

Benefits of Good Housekeeping

There is a direct relationship between a clean, neat, orderly workplace and a safe workplace.

- Eliminates accidents and fire hazards
- Maintains safe, healthy work conditions
- Saves time, money, materials, space, and effort
- Improves productivity and quality
- Boosts Morale
- Reflects a well-run organization

Good Housekeeping Habits

Things that should be second nature:

- Make time for housekeeping
- Evaluate your workspace
- Remove hazards before starting work
- Turn equipment off after using it
- Clean up as you go
- Never ignore a safety hazard

Common Housekeeping Hazards

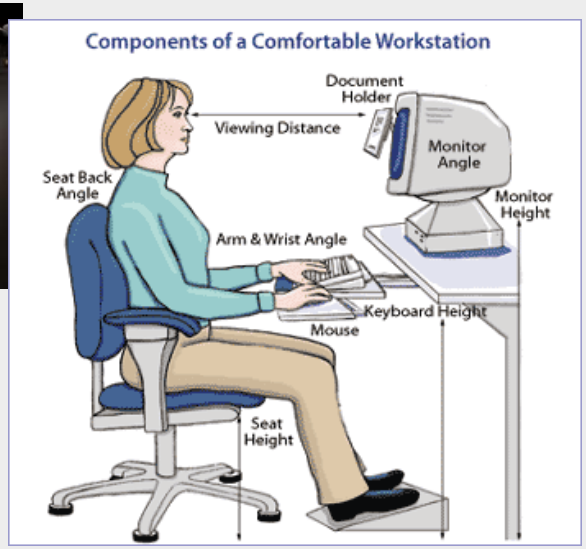
Walking Surface Housekeeping:

- Clean Up Spills
- Report Leaks
- Pick Up Objects & Debris
- Report Damaged Carpet, Tile, etc…
- Secure Cords & Hoses

Common Housekeeping Hazards

Ergonomic Housekeeping :

- Discard Broken Chairs
- Utilize Mats For Prolonged Standing & Wet Areas
- Desk Set-Up (Monitor & Keyboard Placement)
- Replace Burned Out Light Bulbs



Common Housekeeping Hazards

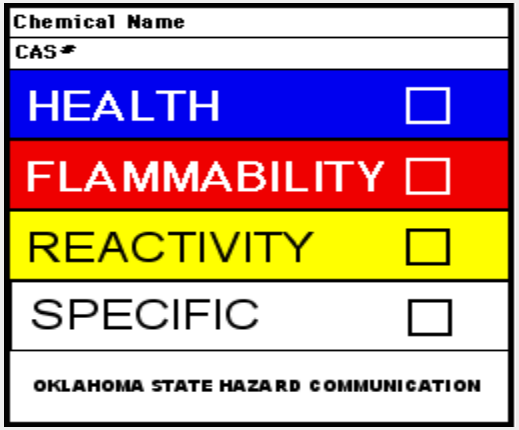
Fire Safety Housekeeping:

- Utilize Flammable Storage Cabinets
- Avoid Accumulation of Combustibles
- Don't Store Combustibles Near Electrical Equipment
- Don't Block Evacuation Routes
- Don't Hang Items On Fire Extinguishers
- Clearly Mark Fire Exits

Common Housekeeping Hazards

Chemical Housekeeping:

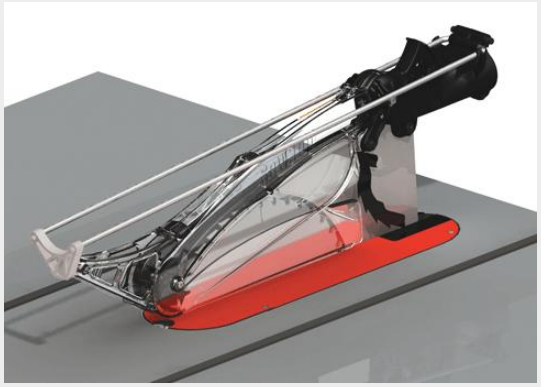
- Properly Label Chemicals
- Properly Store Chemicals
- Discard Damaged Personal Protective Equipment
- Utilize Spill Kits (located in maintenance closets)
- Discard Unlabeled Chemical Containers



Common Housekeeping Hazards

Machines & Equipment Housekeeping:

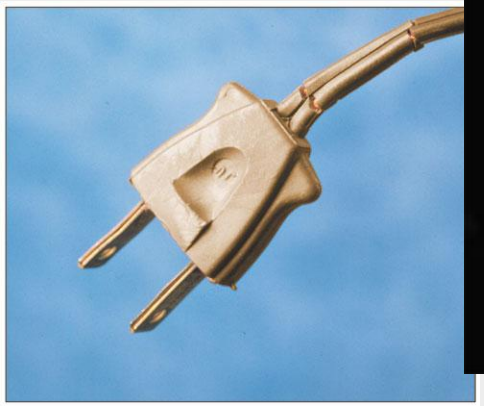
- Inspect Tools & Equipment Prior To Use
- Ensure Machine Guards Are In Place
- Follow LockOut/ TagOut Procedures
- Clean Machines On A Regular Basis (*unplug first*)
- Avoid Leaving Sharp Items Lying Around



Common Housekeeping Hazards

Electrical Housekeeping:

- Inspect Cords Before Use
- Avoid Overloading Circuits
- Don't Store Combustibles Near Electrical Equipment
- Follow Portable Electric Heater Safety
- Remove Dust, Debris, and Grease Build-Up



Injury Reporting

In the event you are injured on the job please remember these On The Job (OJI) rules:

- Injuries must be reported within the current working shift to your supervisor
- Individuals seeking treatment must select a doctor from the "Panel of Physicians"
- Medical treatment must be sought within the first seven (7) days to be a covered expense
- Missed appointments will terminate benefits

Safety Training Contact

For answers to questions, interactive discussion or other information related to *Housekeeping*, please contact:

Dwayne Hawkins
Training & Development Specialist
898-7715
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Quiz

Click on the link below to take a 5-Question Quiz.

https://secure.rutherfordcountytn.gov/housekeeping/

Once you have linked to the quiz, please enter your Social Security Number at the top. You will need to enter it according to the example shown (ex. 999-99-9999 with hyphens included).

Once finished with the questions, please click the submit button and your training will be recorded.

Note: It takes 90 days for newly hired employees to be loaded to the training database. In this case print out the quiz and submit to your supervisor or safety training point of contact.