

7 - Good Housekeeping: Safety Training

EH&S – MGA

Goals: This safety session should teach you to:

- A. Realize that good housekeeping is a safety requirement.
- B. Know how to identify and eliminate housekeeping hazards.

OSHA Regulations: 29 CFR 1910.141(a)(3), .22(a),.106(e)(9),.176.B

1. OSHA Makes Good Housekeeping a Workplace Safety Requirement

- A. OSHA regulations have such housekeeping requirements as:
 - 1. Keeping workplaces “clean and orderly and in a sanitary condition to the extent that the nature of the work allows”
 - 2. Maintaining floors “so far as practicable, in a dry condition”
 - 3. Keeping floors, working places, and passageways “free from protruding nails, splinters, loose boards, and unnecessary holes and openings”
 - 4. Keeping aisles and passageways “clean and in good repair, with no obstruction across or in aisles that could create a hazard”
- B. In areas that contain flammable liquids:
 - 1. Keeping combustible wastes “to a minimum, stored in covered metal receptacles and disposed of daily”
 - 2. Keeping outside grounds around buildings “free of weeds, trash, or other unnecessary combustible materials”

2. Keep Work Areas Neat, Organized, and Safe

- A. Don't leave tools, materials, boxes, cords, cables or air hoses on the floor.
- B. Report loose floor boards, holes, or other floor problems that could cause tripping.
- C. Clean up all spills immediately; they are slipping hazards.
 - 1. Clean up small chemical spills according to SDS and company procedures.
 - 2. Alert trained responders to larger spills immediately.
 - 3. Clean up non-chemical spills (coffee, water, etc.) immediately.
- D. Never place materials in aisles and passageways or on stairs.
 - 1. They're tripping hazards and can block emergency equipment and evacuation routes.
- E. Stack materials carefully, so they don't fall over or block access to sprinklers.
- F. Have a place to keep all tools and materials whenever you are not using them.
 - 1. Don't leave sharp tools lying around with their edges exposed.
 - 2. Keep tools and equipment away from table or shelf edges, so they won't fall.
- G. Keep all drawers closed when they're not in use.
- H. Avoid keeping food and beverages in the work area.
 - 1. They can spill or fall and cause slipping and tripping hazards.
 - 2. They may be contaminated by chemicals.

3. Prevent Flammables, Combustibles, and Electrical Equipment from Causing Fires

- A. Keep all containers of flammable liquids closed when not in use.
- B. Dispose of all combustible scrap, such as oily rags, in approved, closed metal containers.
 - 1. Be sure all containers are labeled.
- C. Dispose of paper and other trash promptly; empty containers often.
- D. Don't let grease or dirt build up on machinery and equipment.
- E. Keep paper and other combustibles away from lights and electrical equipment.
- F. Smoke only in permitted areas.
 - 1. Put all cigarettes and matches completely out in ashtrays.

4. Take Responsibility for Identifying and Eliminating Hazards

- A. Every employee has a personal responsibility to:
 - 1. Keep his or her own work area neat, clean, and safe
 - 2. Keep aisles, passages, and stairways clear and uncluttered
 - 3. Put tools and materials away in their assigned places when they're not being used
 - 4. Report anything that's broken or not working properly so it can be fixed

Summation: Good Housekeeping Is a Vital Part of Safety

OSHA requires neat, clean workplaces because they're safer. Just taking a little time to put things in their place can prevent many accidents and injuries.