

# PROPER HOUSEKEEPING

## SAFETY TALK

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The condition of your workplace is a reflection of efficiency and safety and its importance in protecting both employees and customers cannot be overemphasized. Housekeeping is not limited to keeping the place clean. It also means keeping equipment and materials in good repair and in their proper place, and is essential to preventing losses or injuries.

### WHAT TO AVOID

1. Leaving loose objects on floors, stairs, and platforms
2. Having wet, greasy, or dirty floors
3. Projecting or misplaced material
4. Protruding nails, hooks, or rods
5. Objects placed in precarious positions or areas
6. Unlabeled container contents

### CHECKLIST

- Are aisles clear and free from obstructions, loose flooring, etc.?
- Are stairs and ramps free from obstructions? Are handrails and stair treads in good repair?
- Do floors give good traction?
- Have scrap materials accumulated in work areas?
- Are hand and power equipment not currently in use put away?
- Are there leakages, either from overhead or elsewhere, that are causing hazards?
- If first-aid materials are kept on hand, are they sanitary, fresh, and in ample supply?

**It is easier, safer, and more efficient to prevent a mess than to clean it up after it happens.**

### THINGS TO THINK ABOUT

1. What conditions can you think of at our workplace that could cause an accident?
2. Do any of you know of injuries that were caused by poor housekeeping?
3. Are there any specific points or problems you wish to discuss?

**ACCIDENTS ARE PREVENTABLE. LEARN MORE AT [GRINNELLMUTUAL.COM](http://GRINNELLMUTUAL.COM).**

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