

## ***General Housekeeping***

Many painful and sometimes disabling injuries are caused when employees are struck by falling objects or trip over objects they did not see. Fires caused by poor housekeeping practices and improper storage of flammable materials may result in property damage, injuries and the loss of life. Good housekeeping practices can help prevent hazards such as these.

When materials are stored properly, with adequate space to move through the storage area, or with adequate clearance to work within the storage area, accidents can be prevented. With some planning, trip hazards can be mitigated and fall related injuries could be prevented.

Good housekeeping practices not only prevent accidents, but contribute to an efficient work environment as well. Tools and other equipment are much easier to locate when needed for use and inspection when the work area is clean and in order.

*The following housekeeping rules have been established:*

1. Keep work areas and storage facilities clean, neat and orderly.
2. All aisles, stairways, passageways, exits and access ways to buildings shall be kept free from obstructions at all times. All grease and water spills shall be removed from traffic areas immediately.
3. Do not place supplies on top of lockers, hampers, boxes or other movable containers at a height where they are not visible from the floor.
4. When storing materials suspended from racks or hooks, secure them from falling and route walkways a safe distance away from the suspended materials.
5. Do not let soft drink bottles, soiled clothes, etc.; accumulate in lockers, work area, or vehicles.
6. Tools, equipment, machinery and work areas are to be maintained in a clean and safe manner. Defects and unsafe conditions should be reported to your foreman.
7. Return tools and equipment to their proper place when not in use.
8. Lay out extension cords, air hoses, water hoses, ladders, pipes, tools, etc. in such a way as to minimize tripping hazards or obstructions to traffic.

9. Clean up spills immediately to avoid slip hazards. In the event the removal cannot be done immediately, the area should be appropriately guarded. Snow shall be removed from all access sidewalks and exterior stairs to buildings as soon as practical.
10. Sharp or pointed articles should be stored as to prevent persons from coming in contact with the sharp edges or points.
11. Nail points, ends of loop or tie wires, etc. should not be left exposed when packing and unpacking boxes, crates, barrels, etc. Nails are to be removed as soon as lumber is disassembled.
12. All packing materials should be properly disposed to prevent fire.
13. Wastebaskets are to be emptied on a daily basis into approved containers.
14. Oily and greasy rags should be put in a metal rag can to prevent fire.
15. Employees should not smoke or handle food without washing hands after being on the job.
16. All switches or drives on machinery should be shut down, locked and properly tagged out before cleaning, greasing, oiling or making adjustments or repairs. (See lock-out/tag-out procedure).
17. Control or fuse boxes should be kept closed at all times and clear of coats, rags, bottles, etc.
18. Extension cords should not be run across aisles or through oil or water. Cords should be inspected for kinks, worn insulation, ground prong, and exposed strands of wire before use. No splices allowed.
19. When fuses blow continually, it is an indication of an overload or short. This condition should be reported to your foreman and/or the electrical department.
20. Fire inspections and prevention measures should be maintained and followed.
21. Keep safety in mind when selecting housekeeping supplies and equipment - try to minimize the use of chemicals that cause skin irritations, have harmful vapors, are combustible or otherwise harmful to the use.
22. All chemicals, solvents and fuels will be clearly labeled and in the proper containers in accordance with Illinois Right to Know Compliance and 29 CFR 1910.1200 Hazard Communication Standard.