

Housekeeping in the workplace is more than just keeping things looking clean. It is a critical part of maintaining a safe and productive work environment. Poor housekeeping creates hazards that can lead to injuries, equipment damage, and delays in work.

**OSHA Standard 1910.22(a)(1)** *The employer must ensure all places of employment and walking-working surfaces are kept in a clean, orderly, and sanitary condition.*



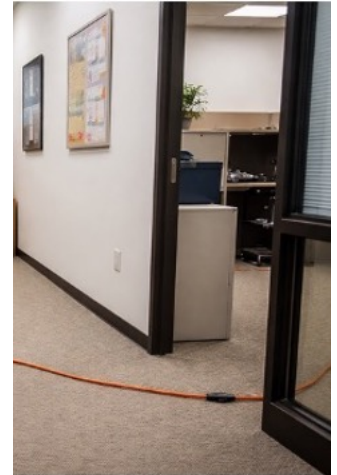
Issues caused by poor housekeeping include:

- Trips over debris, cords, or uneven surfaces
- Slips due to spills, dust, or wet conditions
- Injuries from sharp objects
- Fire hazards from combustible materials
- Blocked access to exits or emergency equip.

Workplaces generate waste and debris throughout the day, and if it is not controlled, it can quickly become a hazard.

Some of the most common housekeeping hazards include:

- Materials left in walkways and work areas
  - Loose items, fasteners, or small parts on the ground
  - Cords, cables, and hoses stretched across travel paths
  - Packaging materials on the ground creating trip hazards
  - Spills and wet surfaces creating slip hazards
- Proper storage of materials and organization of the work area play a major role in housekeeping. Materials should be stored in designated areas that are stable, secure, and out of walkways.
- Work areas should be kept organized throughout the shift. Tools and equipment should be returned to their proper place when not in use.
- Do not allow materials or equipment to block stairways, aisles, exit routes, fire extinguishers, or access to other emergency equipment like the eyewash station or first aid kit.

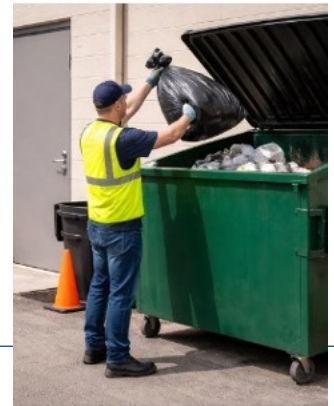


- Waste materials should be removed regularly and placed in designated containers. Allowing debris to pile up increases the risk of trips, fires, and other hazards.
- Cleanup should be built into the workday, not left for later. Before the end of your shift, make sure to tidy your workstation, dispose of all your trash, and make sure tools are put away.

Housekeeping is everyone's responsibility. It is not a one-time task, and you should not expect someone else to clean up after you. Good housekeeping requires consistency and it must become part of the daily routine.

Every worker is responsible for:

- Keeping their immediate work area clean and organized
- Keeping walkways and access areas clear
- Storing tools and equipment properly
- Reporting hazards that need attention



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