

# Workplace Housekeeping – Toolbox Talk

## Safety Housekeeping

### **Housekeeping, the safest thing you can do at your job**

Most people don't realize it, but according to OSHA, one of the main reasons accidents happen on the job is because of workplace housekeeping. Think about the people who had or perhaps caused an accident. What if by simply spending five minutes picking up junk and litter, or putting away tools not being used, you might prevent a slip, trip, or fall? Fall related injuries could literally keep someone off the job for weeks or even months. Next time, it could even be you...

The first safety rule for anyone's job is to keep their work areas clean and safe from hazards. It is a job that needs to be done every day. Pay particular attention to the following:

- Keep walkways, aisles, and stairs free of tools, materials or other "stuff" that may be a tripping hazard.
- Clean up or block off areas where there are spills on floors, entryways, storage areas, loading areas, and anywhere else someone may pass by. If you are not sure what the spill is and you are concerned the spill may be hazardous, block off the area and contact your supervisor.
- Repair or report floor problems, such as cracks, missing tiles, etc.
- If you are in the process of cleaning an area and the ground is wet or you have electrical cords or air hoses running across the floor, block off the area you are cleaning so nobody trips.
- Always put trash in its proper disposal container. If a container is full, contact your supervisor.
- Keep cords, power cables, and air hoses out of walkways.
- Keep drawers closed.
- Don't run or jump on or off stairs if they are blocked – and use the handrails.
- Don't run or jump on or off work platforms or loading docks to maneuver around materials.
- Don't carry something so large, you cannot see where you are going.

Sometimes it is the simplest things that cause the worst accidents. Follow the steps above and you will be helping us make our work areas safer for everyone.