

# Housekeeping Can Make a Difference!

## What Does Housekeeping *Really* Mean?

- Everything associated with the job is kept *close* to the work area to reduce travel and prevent overextension.
- All items are kept in tip-top condition.
- All work areas are kept neat and free of unnecessary obstructions.

## Guidelines for Maintaining a Clean, Orderly and Safe Work Area

- Start your own “maintain-as-you-go” program.
- Reward neatness.
- Make sure you have a place for everything you need to perform your job *in your work area* — aisles and stairwells are *not* storage areas!

## Requirements for Good Industrial Housekeeping

- Clean and store tools properly.
- Remove broken tools from service until they are fixed or replaced.
- Store materials properly (flammable liquids must be clearly marked).
- Clean up spills immediately.
- Maintain lighting.

## Requirements for Good Laboratory Housekeeping

- Follow established procedures for chemical spill cleanup and disposal.
- Maintain container labels.
- Keep all instruments and equipment free from chemicals and debris build-up.
- Know how to find and apply the information available in your company’s Chemical Hygiene Plan and the Material Safety Data Sheets.

## Requirements for Good Office Housekeeping

- Keep aisles clean.
- Close file and desk drawers.
- Keep your desktop clean.
- Store sharp objects, such as scissors, letter openers and staple removers, in locations where they may be retrieved easily and safely.
- File all loose paper to minimize fire hazards.

### Want to know more?

Accident Fund is committed to providing our policyholders unrivaled WorkSafe Consulting Services and online safety materials.

For more information visit us at [AccidentFund.com/worksafe](https://AccidentFund.com/worksafe).

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