

## Housekeeping

Housekeeping is a term used to refer to the physical condition of the workplace or specific workspace. Poor housekeeping is one of the leading causes of workplace health and safety incidents.

A neat, orderly workplace is essential to an efficient, accident free work area free from slips, trips and falls.

### Strategies and Procedures

A few general rules of site housekeeping:

- Ensure that all electrical cords are maintained and free of cracks, splits or other defects that may cause injury to workers.
  - Keep your area clean and free of loose materials and debris.
  - Materials, tools, and equipment not in use must be stacked or stored in their allocated spaces, out of the way of the specific task at hand.
  - Rubbish and waste materials must be put into scrap containers and removed on a regular basis.
  - All protruding nails in lumber must be bent over, or taken out and disposed of in a safe manner.
  - All spills must be wiped up immediately, along with any types of slippery substances that can cause slippage accidents.
    - Use floor dry product and/or squeegees to dry wet floors.
  - Do not store oily rags or paper towels — dispose them in an approved manner.
    - The possibility of combustion and resulting fire could cause loss of life.
  - Store paint and other flammable liquids in proper storage facilities.
  - Provide appropriate signage for all to see.
    - Picture signs are suggested (example: face shields at grinders).
- Do not store material and equipment in front of mechanical equipment such as: boiler, pump, fuel storage tanks, etc. and electrical equipment.
    - The Canadian Electrical Code (C.E.C.) requires a 3 foot (1 meter) clearance around electrical equipment.
    - Electrical rooms may not be designed as storage areas.

