

The *BSO Plus Safety Topic* is a review designed from the BSO Plus agenda. This safety topic is your way to stay current on the safety information over the 3 years, so please ensure you submit the completed test to your employer for record retention.

## HOUSEKEEPING AT WORK

### What is housekeeping?

In the workplace, housekeeping means maintaining a safe work environment by storing everything in its proper place and removing any unnecessary items. Housekeeping includes keeping walkways and floors free of slip and trip hazards, storing materials and tools safely, and removing waste, such as packaging and debris, from work areas. In essence, housekeeping is a basic part of accident and fire prevention.

### Why is housekeeping important?

First and foremost, housekeeping is a legal requirement. Certain regulations under the *Occupational Health and Safety Act* describe the proper maintenance of floor conditions and aisle ways, lighting, machinery, equipment, and materials storage. However, the importance of effective housekeeping goes beyond the legal requirements. It can eliminate some workplace hazards and help get a job done safely and efficiently. Good housekeeping habits at work can benefit both the employer and the workers through:

- Reduced potential for exposure to hazardous substances (dusts, vapours, etc.)
- Better control of tools and materials including inventory and supplies
- Fewer slip/trip/fall incidents in clutter-free and spill-free work areas
- Decreased fire hazards
- Improved productivity – the right tools and materials for the job will be easy to find
- More efficient use of work space
- Better morale in clean, comfortable work areas



### What can happen if we don't maintain good housekeeping habits?



#### Royal Group, Inc. Fined \$50,000 After Worker Injured

NEWMARKET, ON - Royal Group, Inc., carrying on business as Royal Pipe Co., a Toronto pipe manufacturer, was fined \$50,000 for a violation of the Occupational Health and Safety Act after a worker was injured.

On July 2, 2011, a worker at the company's Woodbridge manufacturing facility was setting up one of the production lines. The worker slipped on a wet surface and fell onto a machine. The worker's arm was trapped and injured between the frame of the machine and one of its moving parts.

Royal Group, Inc., carrying on business as Royal Pipe Co., pleaded guilty to failing to ensure that the work surface was kept free of slip and fall hazards.

**Convictions:** Ontario Regulation 851, Section 11(a)(ii)

## How can we establish good housekeeping habits?

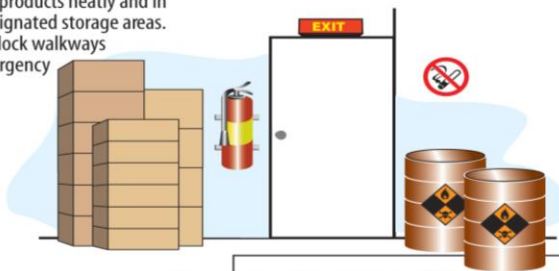
We all have a responsibility to keep our workplace safe. Here are some common housekeeping practices:

- Identify and use proper locations to store items (equipment, tools, chemicals, supplies, etc.)
- Clean up after yourself throughout the workday
- Keep the floors and walkways in your work area free of slip and trip hazards
- Properly dispose of waste
- Report any housekeeping issues that you can't correct to your supervisor

## Tips for Good Housekeeping

### STORE MATERIALS PROPERLY

Store all products neatly and in their designated storage areas. Do not block walkways and emergency exits.



### GOOD HOUSEKEEPING

can help any job you do:  
**SAFER - EASIER - MORE PRODUCTIVE**  
Housekeeping should be a routine part of your job!



### CLEAN AND STORE TOOLS PROPERLY

After you finish using them, make sure our tools are free of dirt, oil, etc. and in their proper storage area.



### KEEP YOUR WORK AREA CLEAN



### MAINTAIN LIGHTING

For maximum brightness, keep all lighting clean and unobscured by furniture, storage cabinets, etc.



### PRACTICE RECYCLING OF MATERIALS

Recycle products where possible. Otherwise dispose of unnecessary and unusable scraps into the trash immediately.



### CONSERVE ENERGY AND WATER

Remember to switch off lights and any other electrical appliances when not in use. Do not leave water running unnecessarily. Turn off taps when not in use.

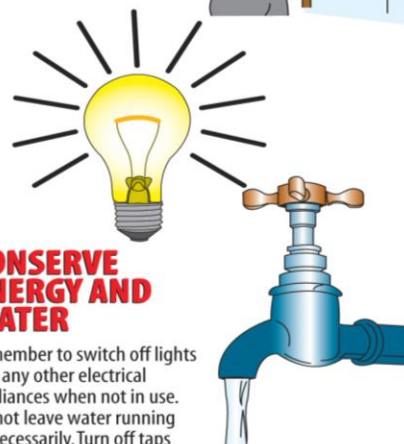


Image adapted from: Fell Design, [www.ching2178.wordpress.com](http://www.ching2178.wordpress.com)