



General Standards of Safe Conduct Section 5-8

WORKPLACE SAFETY

Good housekeeping not only results in a cleaner workplace, but makes for a safe workplace as well. Good housekeeping reduces illnesses and injuries and promotes positive behaviors, habits, and attitudes. Employers are responsible for assessing each workplace before work begins to identify the potential hazards present; and determine ways to eliminate the hazards. An effective housekeeping program is an important element in workplace safety and health management systems.

Uncluttered working conditions are essential to the safety of all workers and should be maintained at all times, in both work and break areas. Proper housekeeping management provides for an orderly arrangement of operations, tools, equipment, storage facilities, supplies, and waste material. Good housekeeping is evidenced by floors free from grease and oil spillage; properly identified passageways; unobstructed accesses and exits; neat and orderly machinery and equipment; well-nested hoses and cords; properly stored materials; removal of excess waste material or debris from the working area; walkways free slippery or uneven surfaces, including properly marked elevated areas. Office should be free from accumulated dust and have adequate lighting. Maintaining these health conditions contributes significantly to lower incident rates.

OSHA regulations require that each working surface be cleared of debris, including solid and liquid waste, at the end of each day to fully realize the benefit of a clean workplace. It is also recommended to maintain good housekeeping throughout the course of the job and workday. Common results from poor housekeeping are as follows:

- Trip or fall over lines and leads in walkways and work areas
- Slips or falls on an oily or slippery facility floor, uneven walkways or other working surfaces
- A trip or fall from raise platforms, step stools or ladders
- An allergic reaction to sprayed or spilled chemicals
- An eye injury cleaning agents, dust, toner or other particles that become airborne in the work site
- A fire as a result of kitchen equipment not properly maintained, or left running, oily rags left in an area where heat could cause combustion
- Illness due to the unsanitary conditions of restrooms or kitchens
- Electrical shock as a result of poorly maintained equipment or energy sources, such as broken, cracked or damaged insulation and connections of wiring
- Back and limb injuries when poor furniture maintenance or poor lighting is left unattended
- Exposure to hazardous substances from poor storage and ineffective labeling of hazardous chemicals



- Vehicle accidents caused by use of handheld devices, inattention while driving or driving under the influence of controlled substances.

In addition, provisions contained in [29 CFR 1915.81](#) outline OSHA's minimum housekeeping requirements to protect workers. Team Members should follow these housekeeping rules:

1. Establish and maintain good housekeeping practices.
2. Eliminate slippery or uneven walking conditions in and near the workplace
3. Clean working surfaces as necessary.
4. Store materials or chemicals in a way that does not create hazards for workers.
5. Ensure easy and open access to all exits.
6. Ensure that all ladders, staircases, scaffolds, and gangways are well maintained and taken out of use if damaged or broken.
7. Check fire-alarms twice yearly
8. Verify that fire extinguishing equipment and fire call stations are in proper working condition.
9. Dispose of medical waste, solvents, rags, scraps, waste, or other flammable and combustible substances in accordance with approved standards at the end of each day.
10. Maintain walkways so that they provide adequate passage and are:
 - Free from debris, including solid and liquid waste;
 - Clear of tools, materials, equipment, and other objects; and
 - Free from trip hazards as a result of the improper storage or placement of hoses and electrical service cords. Hoses and cords must be placed above or underneath walkways or covered.
11. Cordon off any portion of a walkway that is being used as a working surface.
12. Keep all floor surfaces dry, when possible. If a wet process is used, drainage must be maintained; and dry standing places made available or use appropriate warning signs for wet surfaces when being cleaned.
13. Ensure that file cabinets and other shelving is properly secured for earthquake safety.
14. Do not leave file drawers or desk drawers open when not in use.
15. Report any broken equipment or furniture and lock out or tag out equipment and remove from use.
16. Maintain SDS (MSDS) sheets on any chemicals used in work areas.
17. Refrigerators or other kitchen equipment in break rooms should be cleaned regularly.
18. During Times of Pandemic additional cleaning duties may be required.