Good housekeeping helps prevent accidents.
area looks neat and feels neat, and comfortable when you work on it. Your work will be more enjoyable.

More Pleasant

duty.

whether high quality and pro-

the important parts of your work—

you’ll have more time to spend on

More Productive

work efficiently.

unhurried, you’ll have more time to

you need. As a result, you’ll be less

spread less time searching for what

work is where it should be. You

Easier

and accidental injuries are the most common causes of these

on coveralls and rubber. These

Safe

make your work.

your job. Good housekeeping helps

do. Good housekeeping can improve

No matter what kind of work you
Taking charge of your workplace

When you pick up and organize as you work:

- Hazards
- Spilled or destroyed
- Messy
- Covered up
- Disorganized
- Lost
- Defeated

Keep your housekeeping time to a minimum.

This checklist can help you take care of your workplace and keep your work area clean, neat and orderly.

Takes thought and organization
Housekeeping Hints at Home
Identifications should be labeled for easy identification.

Approved containers in designated storage.

Flammable materials only in approved containers.

Keep sprinkler heads and fire extinguisher free of obstructions.

Fire exits and passageways should be clear at all times.

Keep equipment clean and in good working order.

Ask your supervisor to show you your company's emergency plan.

Clean up spills promptly.

Properly store flammables.

There is no time to search for equipment.
Good housekeeping tips

1. Keep your work area clean and organized.
2. Always dispose of materials properly.
3. Label materials, especially toxic substances.
4. Keep areas free of clutter.
5. Dispose of waste materials properly.
6. Keep your tools and equipment clean.
7. Always wear appropriate safety gear.
8. Keep your work area free of hazards.
9. Dispose of spills and leaks properly.
10. Use materials efficiently.

Remember:
- Everything in its place.
- Is there a place for everything, and everything in its place?
- Are tools, especially those with sharp edges or pointed tips, stored and kept off the job site?
- Are tools and equipment kept clean?
- Are materials kept closed when not in use?
- Are spills and leaks wiped up right away?
- Are aisles clean and free of clutter?

Feel yourself to see if you're following the rules of good housekeeping!
For Your Information
You may be interested in our other booklets. Ask about:

☐ Fire Safety
☐ Electrical Safety at Work
☐ Using Tools Safely
☐ Warehouse & Storage Safety
☐ Ladder Safety

For more information or to order, call your regional office of the National Safety Council toll-free.

National Safety Council

Central Region
1-800-621-7619

Western Region
1-800-848-5588

Northeastern Region
1-800-432-5251

Southeastern Region
1-800-441-5103