# Safe House Keeping
# "It's Everyone's Job"

**Arkansas Workers' Compensation Commission/ Health and Safety Division**
**www.awcc.state.ar.us   1-800-622-4472   fax: 501-683-3169**
**Health&Safety@awcc.state.ar.us**

Most of you probably have house cleaning duties at home.  For some of you, it's a regular weekly chore.  Whatever the case may be, you'll agree that good housekeeping practices are important in the home.

We sometimes overlook that good housekeeping is a key duty on the job also.  The orderly arrangement of work areas is vital to the safety of all workers, regardless of whether they are involved with machines and tools or with appliances and furniture.

It's a fact that prior to 1990, over 10,000 persons were killed on the job annually in the United States, and, as of 2001, another estimated 33,000 die each year in home accidents.  On top of this, disabling injuries occurring at home and at work reach a combined total in excess of six million each year.

Each year, over three thousand  on-the-job deaths are caused by falls, many of which result from just plain poor housekeeping practices.  Falls often result from tripping over loose articles such as tools left in aisle ways and work areas.  Wet spots on the floor or trash and other articles left on stairways also take their toll.

During periods of rain and snow, you know what happens when you and the kids track water into the house from outside.  Tracked-in water is a serious problem at work, too.  Wet spots cause slips and falls.  They should be cleaned up as soon as possible, regardless of who was responsible for them being there.

There are trash receptacles placed in several strategic areas, so there is no excuse for waste paper, pop bottles, or other materials being thrown on the floor.  There must be some natural athlete in all of us, because it sure is a temptation when you are a few feet from the trash can to "go for a three-pointer".  Unfortunately, many of us aren't really *good* natural athletes, so our shots miss the mark.  Make sure you "rebound" any of your misses and put them in the trash can.

A word of caution.  If a glass bottle should be broken on the floor, don't attempt to pick up the glass with your bare hands.  Wear gloves or sweep up the pieces.  The same procedure should be used for cleaning up nails and other sharp objects.  Do make sure that you get all of the glass, nails or other sharp objects up.  You wouldn't want someone else to be injured.

Let's face it.  It is just a lot easier to do your job when your work area is kept neat.   Keep your tools and equipment off the floor and stored in the proper places.  This not only reduces tripping

hazards but protects the equipment you use to earn a living.

Did you ever go to a closet at home to get something and have to pull it out from under a lot of other things?  Did the pile start falling over?  Was it a mess?  Did you ask yourself, "Who piled all this stuff in here?  We need to have a garage sale!"  You may be able to point to your kids or spouse as the guilty party at home, but what about at work?  Do you do the same thing with tools or materials?  Take the time to store things properly and neatly.  Remember too, it is unsafe to make stacks that are too high.  They may topple over on you or someone else.

One reason that housekeeping is often a problem at home or work is that we don't like to clean up a mess made by someone else.  That means you should always clean up what you mess up.  Your co-workers will appreciate it.  However, just like you sometimes have to pick up things at home that were left out by someone else, we all need to keep an eye out for housekeeping problems here at work and pitch in to make them right before someone gets hurt.  Mop up the water, clean up the oil spill, pick up the litter; don't let bad housekeeping get you or one of your friends hurt.

# "It's Everyone's Job"

★Clean up your own mess!
★
★Clean up spills quickly
★
★Put trash in the proper container
★
★Store equipment and tools neatly
★
★Use protective equipment or sweep when picking up sharp trash (glass, nails, etc.)

| Date | Company Name | |
|---|---|---|
| Project Name | Meeting Location | Person Conducting Meeting |

## Items Discussed:

_____
_____
_____
_____
_____

## Problem Areas or Concerns:

_____
_____
_____
_____

## Attendees:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

## Comments:

_____

**3-safe housekeeping**

_____

_____

_____

_____

_____