

Safety Guide

Housekeeping **BEST** Practices — AND — checklist



1. Keep all marked aisles, passageways, areas around entry doors and stairways clear of tools, supplies, boxes, cords, cables, and air hoses at all times.
2. Close all file drawers and keep them closed when not in use.
3. Put all tools and equipment in the proper storage area when not in use.
4. Cover sharp edges of all cutting tools when not in use
5. Stack materials carefully to avoid possible tipping. NEVER stack anything in a marked walkway.
6. Clean all spills IMMEDIATELY. Wet floor signs are useless if people must walk in the area anyway.
7. Report any loose, worn, or broken areas on the floor of the workspace.
8. Do not keep food or beverages in the work area.
9. Place all trash, scrap, and debris in proper receptacles.
10. All combustible trash must be kept in a self-closing, metal receptacle.
11. Keep machinery free from build-up of dirt, grease, or scrap materials.
12. Smoke in marked smoking areas only.

13. Keep all flammables in original containers that are properly marked.
14. Never place tools or equipment on the leading edge of any shelf where passersby could knock them off.
15. Maintain cleaning tools like brooms or mops in good condition. Replace them when they are worn to the point that they do not work well.
16. Extension cords used in any work area must be placed and secured so they do not become trip hazards.
17. Report all unsafe conditions in your work area to your supervisor immediately
18. Never block access to fire extinguishers, electrical panels, exit doors, or fire sprinkler controls. Access to each of these areas must be free of any obstruction for a minimum of 36" in all directions.
19. Keep all cutting tools sharp
20. Use common sense in your approach to any task.



Floor conditions

- Is the shop floor maintained in a clean and orderly fashion?
- Are there any slick or wet areas on the floor that could cause a slip and fall injury?
- Are there any obstacles on the shop floor that could cause a trip injury?
- Are any openings present on the floor into which an employee might fall?

Aisles and walkways

- Are all aisles on the shop floor marked as walkways?
- Is the aisle striping in good condition?
- Are all aisles of sufficient width to allow unobstructed traffic?
- Does the condition of any marked aisle or passageway change during a work shift?
- Does the condition of any marked aisle change during inclement weather?
- Are trash receptacles located near marked aisles emptied regularly?



Access and Egress to Area

- Are entry doors properly marked with lighted "exit" signs?
- Is the area within three feet of an entry door maintained free of any obstruction?
- Are all entry doors equipped with self-closing devices?
- Are all entry ways around doors equipped with non-slip floor mats?
- Do entries used for forklifts or other traveling machines have proper traction?
- Are entry doors that are equipped with steps or stairs of standard run-to-rise ratio?
- Are trash receptacles near entry doors emptied regularly?

Stairs and Steps

- Are all stairs and steps maintained free of any obstruction that might cause a fall?
- Are handrails provided on both sides of steps or stairs?
- Are all steps and stairs equipped with non-slip treads? Are these in good condition?
- Are all steps and stairways properly lighted?
- Are the leading edges of all step and stair treads marked with high-visibility paint?



Individual Work Spaces

- Are all tools and supplies properly stored?
- Is the workspace floor free from any trip, slip or fall hazards?
- Is the workspace clean and neatly organized?
- Are trash receptacles in the workspace emptied regularly?
- Are scraps, re-work items, trash and other debris properly disposed of?
- Are all extension cords, air hoses, etc. kept off the floor?

Storage Areas

- Are all stacks of stored items maintained in good order to prevent tipping or falling?
- Are all items stacked so that at least 18" of free space exists between the stack and the ceiling?
- Are the aisles maintained so that no stored items protrude into the walkway?
- Is the storage area floor free of any obstruction that might cause a trip or fall?
- Are all liquids in the area properly marked as to contents and are all stored in original containers?



Fire Extinguishers

- Are all extinguishers fully charged and do they each bear an inspection label?
- Is access to each extinguisher unrestricted for a distance of at least 36" in all directions?
- Are all extinguisher locations marked with signs?
- Are all extinguishers mounted in approved brackets 42" from the floor?

Break and Lunch Areas

- Is the refrigerator cleaned on a regular basis?
- Are all food items in the fridge marked with the owner's name?
- Is the coffee pot unplugged when leaving the area for the day?
- Are tables and chairs cleaned regularly?
- Are trash receptacles in the lunch area emptied regularly?
- Is the floor in the break area mopped and cleaned regularly?



Restrooms/Personal Hygiene Facilities

- Are restrooms kept clean, neat and orderly?
- Are fixtures kept clean, neat, and orderly?
- Are soap dispensers, towel dispensers and toilet tissue holders filled regularly?
- Are there hand-washing stations located on the shop floor?
- Are eye wash stations inspected and filled regularly?

Be Safe!