

GOOD HOUSEKEEPING: THE KEY TO SAFETY

ALLIANZ RISK CONSULTING



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IMAGINE THIS SCENARIO



You enter a manufacturing plant, and are immediately surrounded by boxes stacked in unstable piles and in general disarray. As you walk through the plant, you realize you are stepping on metal banding, plastic resins, leaking oil and water. Employees are having trouble navigating their way around their workstations. Tools are scattered on every available surface. Workstations are cluttered with raw, rejected and finished production parts. Workers and forklift drivers have a hard time navigating through tight and messy aisles and passageways. A review of accident logs reveals a high frequency of employee injuries involving trips and falls and contusions. An analysis of production figures reveals quality and productivity issues.

Poor housekeeping in the workplace is a prescription for danger. Coupled with improper use of equipment, poorly designed storage, and ignored safety procedures, a serious workplace accident can result.

POOR HOUSEKEEPING: A “BLIP” OR SYMPTOM OF A LARGER PROBLEM?

For some businesses, poor housekeeping may simply be caused by a sudden rush of orders or other temporary situation. On the other hand, if you feel it is a symptom of a much larger problem, ask yourself these questions:

- Do your employees understand the hazards created from a messy workplace?
- Do you have a safety program in place, and if so, is housekeeping at the top of the list?
- Are you aware of the effect poor housekeeping has on employee morale and its connection to decreased productivity?
- Most importantly, do members of your management team understand and support a clean and safe work environment?



WHAT ARE THE BENEFITS OF GOOD HOUSEKEEPING?

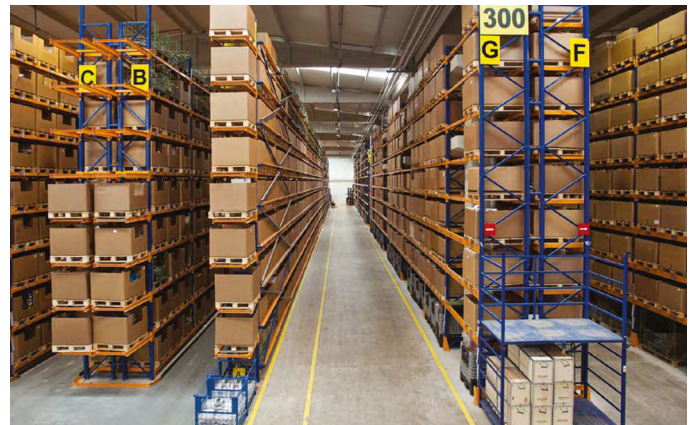
There are numerous potential benefits to good housekeeping, including:

- Reduced accidents and injuries from trip, cut, bump, and strike hazards
- Decreased workers' compensation costs
- Improved morale and productivity
- Reduced material handling
- Decreased fire hazards
- Better control of tools and materials
- Less cleanup, maintenance and janitorial work
- Better hygienic conditions
- Improved use of space
- Compliance with OSHA (29CFR1910.22)

WHAT CAN YOU DO TO IMPROVE THE HOUSEKEEPING IN YOUR FACILITY?

Good housekeeping is an integral part of a workplace safety program, one that requires the involvement of everyone in your company. To improve housekeeping, you should:

- Incorporate a management philosophy that places good housekeeping as a high priority
- Impress upon all employees the benefits of a clean work environment and the potential hazards of poor housekeeping
- Incorporate workplace housekeeping into your formal safety program; include a documented cleanup campaign with specific instructions, roles, and responsibilities for all employees
- Include facility and equipment maintenance into your housekeeping program, and make needed repairs promptly



- Adopt a plant-wide philosophy that calls for “a place for everything, and everything in its place”
- Employ good housekeeping in all plant areas, including storage areas, passageways and equipment workspaces
- Hold everyone accountable for maintaining a clean and safe work environment

A good plant housekeeping program is one that integrates into all facets of your business. If you wish to instill a sense of pride in your workers, maintaining a clean and safe work place is the best place to start.

Design: [Graphic Design Centre](#)

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