



## **Good Housekeeping = SAFETY**

Jim Lang – Gallagher Bassett Risk Control

Many painful and sometimes disabling injuries are caused when faculty, staff and students are struck by falling objects or trip over objects they did not see. Injuries and property damage also stem from fires caused by poor housekeeping practices and improper storage of flammable materials. The best protection against all of these hazards is to practice good housekeeping.

When materials are stored properly with adequate space to move through the storage area, or with adequate clearance to work within the storage area, accidents are prevented. With some planning before laying out a job, tripping hazards can be avoided and many other sprains, fractures and bruises that result from falls can be prevented.

Aside from the accident prevention benefits, good housekeeping means efficient performance. When materials, tools and equipment all have a place for orderly storage and are returned to the proper place after use, they are easier to find and easier to inspect for damage and wear.

### ***The following safety procedures are recommended at our school buildings and campuses:***

- Keep work areas and storage facilities clean, neat and orderly.
- All hallways, stairways, exits and access ways to buildings should be kept free from obstructions at all times. All grease and water spills should be removed from traffic areas at once.
- Do not place supplies on top of lockers, boxes or other moveable containers.
- When piling materials for storage, make sure the base is firm and level. Cross tie each layer. Keep storage level and not stacked too high. Keep aisles clear and with adequate space to work.
- When storing materials overhead on balconies, provide toe-boards to prevent objects from rolling over the edge.
- When storing materials suspended from racks or hooks, secure them from falling and route walkways a safe distance away.
- Tools, equipment, machinery and work areas are to be maintained in a clean and safe manner. Defects and unsafe conditions should be reported to a supervisor or manager.
- Return tools and equipment to their proper place when not in use.
- Lay out extension cords, air hoses, water hoses, ladders, pipes, tools, etc., in such a way as to minimize tripping hazards or obstructions to traffic.

- Clean up spills immediately to avoid slipping hazards. In the event the removal cannot be done immediately, the area should be appropriately guarded, signed or roped off. Snow shall be removed from all access sidewalks and exterior stairs to buildings as soon as practicable.
- Nail points, ends of loop or tie wires, etc., should not be left exposed when packing and unpacking boxes, crates, barrels, etc.
- Sharp or pointed articles should be stored as to prevent persons from coming in contact with the sharp edges or points.
- All packing materials should be properly disposed of to prevent fire.
- Waste baskets are to be emptied on a daily basis into approved containers.
- Oily and greasy rags should be put in a metal container with a self-closing lid, and emptied daily.
- Breaker panels should be kept closed at all times and clear of coats, rags, trash, etc.
- Extension cords should not be run across aisles or through oil or water. Cords should be inspected for damage, including worn or cut insulation before use.
- Keep electrical equipment clean, free of grease and dirt.
- Fire inspections and prevention measures should be maintained.
- Keep safety in mind when selecting housekeeping supplies and equipment—try to minimize the use of chemicals that cause skin irritations, have harmful vapors, are combustible or otherwise harmful to the user.
- All chemicals, solvents, and fuels should be clearly marked on the container.