

Location _____ Trainer _____ Date _____

GOOD HOUSEKEEPING CHORES ARE YEAR-ROUND ACTIVITIES

Spring is a time usually associated with house cleaning, but it is a function not just confined to house-holds. It is a vital task involved in the everyday operation of any workplace. Unfortunately, this task is sometimes neglected. More than one-third of all on-the-job accidents and injuries are linked to poor housekeeping practices. The consequences can be serious, and may eventually cripple an organization.

Housekeeping not only includes the work area and its maintenance but also the equipment and tools used by employees. The results are both beneficial to the workers and cost-effective for the company. Neatly stacked material, for instance, helps reduce struck-by hazards, which accounted for 19.5 percent of the injuries reported in Ohio in 1982, according to Industrial Commission of Ohio statistics. Closing drawers, doors and cabinets can also help reduce this type of injury.

Equipment use and care are also very important for employee efficiency and safety. Employees should return tools and equipment to their proper place after use. Assigned places for tools should be plainly marked. In addition, a good maintenance program increases tool and equipment life and reduces injuries caused by defective tools.

Trash disposal is very important to a good housekeeping program. Material should be deposited in proper receptacles, which should be emptied on a regular basis. The containers should be flame-retardant with automatic closures. Oil, grease, or paint stained rags should be placed in approved, covered metal containers to reduce the likelihood of fire.

Spills of any kind should be cleaned up immediately to help prevent slips and falls; the same precaution applies to stairways and other means of passage. Adequate lighting and replacement of bulbs are also factors in keeping these areas safe.

All in all, good housekeeping is part of everyone's job, both labor and management. It saves time by having the workplace neat and organized so jobs can be completed without delays or obstructions. What's more, a good housekeeping program will project a positive image to visitors and outsiders who deal with the company or organization. Thus, the housekeeping program can be a stimulus to business. But above all, good housekeeping just makes good sense.