

Safety Note #66

GOOD HOUSEKEEPING PRACTICES



Photographs Courtesy of West Side REC

Introduction

California Code of Regulations (CCR) Title 8, Section 3272 requires permanent aisles, stairways, and walkways to be kept clear of obstructions and hazards and in good repair. Moreover, CCR Title 8, Section 3273 requires permanent floors and platforms to be free of dangerous projections and obstructions, maintained in good repair, and reasonably free of oil, grease, or water. Permanent roadways, walkways, and material storage areas in yards shall be maintained free of dangerous depressions, obstructions, and debris.

Good Housekeeping Practices

- Always keep work areas, stairs, and aisles clean and free of obstructions to prevent trip hazards. Promptly clean up spills to prevent slip hazards.
- After use, return tools and materials to their assigned storage locations.
- Dispose of scrap and waste material in proper trash receptacles.
- Put recyclable glass, plastic, paper, and metals in appropriate recycling containers.
- Establish an effective maintenance program that actively repairs damaged facilities and broken equipment, machinery, and tools.
- Do not place extension or telephone cords across aisles or pathways.
- Always maintain accurate and legible labels on all partially or completely full containers.
- Avoid putting heavy items on upper shelves or stacking boxes too high.
- Assure sufficient lighting is present in work areas, stairs, and walkways and promptly replace burned out light bulbs.
- After use, close filing cabinet and desk drawers.
- Always encourage personal hygiene by maintaining adequate supplies of soap, disinfectant, towels, and toilet paper at the workplace.
- Promptly fill depressions or pot holes and repair damaged surfaces in yard areas.
- At the completion of a task, clean all tools and the work area, and return tools to their storage locations.

Practicing good housekeeping prevents injuries, fire, and disease and contributes to improved employee health, safety, and morale.