

Housekeeping (Office)

- Most injuries at work are caused from slips, trips and falls because of poor housekeeping.
- People not clearing up after their self's, leaving cables over walkways, substances on the floor, cause a high amount of injures to other people.
- Keeping your workplace organised will not only help safety but will increase productivity because you will have room to work.
- Clear up waste as you create it, tidy as you go.
- As far as possible, route cables for power tools above head height. If cables have to be routed at floor level, try to avoid crossing walkways.
- Store boxes on the correct storage units.
- Ensure mats are flat, stairways are clean and tidy. If you spill any substances clear it up, don't just walk away.
- Make sure there is adequate lighting when you enter a room, reduced lighting can hide many dangers.
- Rubbish and other waste products should be disposed of in the correct manner. Food waste needs placing in secure containers to stop any vermin.
- Make sure you tidy up after yourselves a clean environment promotes good housekeeping.
- Keep walkways and doorways clear, make sure all rubbish is cleared and put in the appropate container for disposal.

Why good housekeeping?

