

Housekeeping

- Most injuries at work are caused from slips, trips and falls because of poor housekeeping.
- It is often said that good housekeeping is one of the most important methods of maintaining workplace safety. Housekeeping is easy to overlook when trying to complete work tasks efficiently.
- Keep your workplace tidy, especially access routes and working space around machines.
- Ensure items are stacked/stored safely and in an appropriate container if required.
- Store tools and other small items of equipment in the stores containers. This not only keeps the site tidy (eliminating tripping/striking hazards) but also means that small items will not get stolen.
- Do not leave chains and strops lying on the ground. Stack them neatly in a clean dry area. This will eliminate trip hazards and prolong the life of the equipment.
- Keeping your workplace organised will not only help safety but will increase productivity because you will have room to work. Do not store equipment and spoil on top of tomorrows pile positions, put them out of your way.
- Ensure oils, greases and fuels are kept in appropriate bunds, store spill kits close by.
- Rubbish and other waste products should be disposed of in the correct manner, greases and oils should be disposed of as 'special waste'. Food must always be disposed of carefully to ensure that vermin are not encouraged



Q: Where should chains be stored?

Q: Why does good housekeeping make a site safer?

Q: How does housekeeping affect productivity?