



Housekeeping

This Safety Talk is to raise awareness of workplace hazards that can cause a MSI. An injury that results in a strain, sprain, torn muscle, tendon, ligament or joint is called a MSI (musculoskeletal injury).

Housekeeping refers to maintaining materials, work areas, and walking areas in a clean, orderly, sanitary and dry condition. Poor housekeeping is dangerous at any time. Most people do not realize that one of the main reasons incidents happen on the job is because of poor workplace housekeeping. Effective housekeeping can eliminate some workplace hazards and help get a job done safely and properly.

The following safety information will provide you with training on assessing hazards that could lead to a MSI and instruct on implementing control measures to prevent a MSI.

Risk Assessment/Hazards

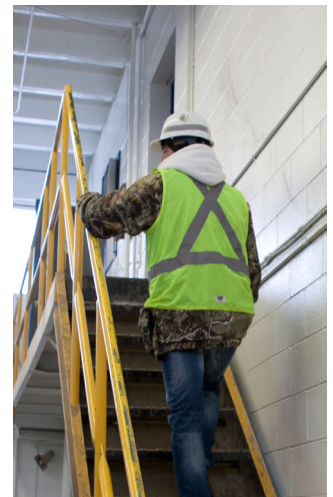
These risks and hazards have been identified to cause injuries:

- Accumulation of objects on the floor can create tripping hazards and make it difficult to maneuver around the work area.
- Cords, power cables, and air hoses lying on walkways can cause a trip.
- Cluttered stairways or ramps can lead to falls.
- Nails or splinters sticking out of surfaces of stairs or handrails could cause a fall.
- Scrap and materials around equipment can cause trips.
- Unsecured loose or light material can blow away creating a tripping hazard.
- Water or oil spilled on the floor can be especially hazardous since they are difficult to see.
- Excessive dirt on the floor can affect footing.
- Floor problems such as cracks or missing tiles can create a tripping hazard.
- Lack of adequate containers and locations for waste account for rubbish to build up, resulting in a slip or trip.
- Improperly stored containers could tip over and spill.
- Poor lighting can affect one's ability to observe hazards in their workplace.

Control Measures/Safeguards

Please take care and caution and follow these safe work procedures to prevent you from injury:

- Keep walkways, aisles, and stairs free of tools, materials or other "stuff" that may be a tripping hazard.
- Keep cords, power cables, and air hoses out of walkways.
- Don't run or jump on or off stairs if they are blocked – and use the handrails.
- Stairways and handrails should be inspected and free of nails or splinters.
- Ensure scrap and materials do not accumulate around equipment.
- Keep all light materials secured down.
- Clean up or block off areas where there are spills on floors, entryways, storage areas, loading areas, and anywhere else someone may pass by.
- If you are in the process of cleaning an area and the ground is wet or you have electrical cords or air hoses running across the floor, block off the area you are cleaning so nobody trips.
- Repair or report floor problems, such as cracks, missing tiles, etc.
- Always put trash in its proper disposal container. If a container is full, contact your supervisor.
- Keep drawers closed.
- Ensure walkways are well lit; replace light bulbs as necessary.
- Don't run or jump on or off work platforms or loading docks to maneuver around materials.



Thought Provoking Questions

Review housekeeping problems unique to your crew. Discuss housekeeping problems on other areas on site.

Why are roles and responsibilities so important to establish a good housekeeping and organization program?



SAFETY TALK

Print and review this talk with your staff, sign off and file for COR™ / SECOR audit purposes.

Date: _____

Supervisor: _____

Performed By: _____

Location: _____

Name & Number of Safety Talk

Employee Name:

Employee Signature:

Concerns:

Corrective Actions:
