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# **GOOD HOUSEKEEPING:** *Everyone's Responsibility* **(Concise)**

**Leader's Guide, Fact Sheet  
& Quiz**

**Item Number: 4325**  
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***This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.***

## **PREPARING FOR THE MEETING**

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

## **CONDUCTING THE PRESENTATION**

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

# **4325 GOOD HOUSEKEEPING: Everyone's Responsibility (Concise) FACT SHEET**

**LENGTH: 10 MINUTES**

**PRODUCTION YEAR: 2013**

## **PROGRAM SYNOPSIS:**

Good housekeeping is everyone's responsibility. It doesn't matter what position you hold or what type of task you are performing; keeping your work area tidy and free of clutter should be every employee's obligation. It's part of your commitment to safety and your actions go a long way in showing your co-workers that you want everyone to go home safe at the end of each day. This program reviews basic housekeeping practices that can prevent workplace fires and discusses other hazards that could contribute to employee injuries, but can be controlled by good housekeeping.

Topics include keeping a tidy work area, controlling fire hazards, mitigating slip and trip hazards, maintaining personal hygiene and housekeeping practices for offices and break areas.

## **PROGRAM OBJECTIVES:**

After watching the program, the participant will be able to explain the following:

- How to maintain a work area free of clutter and dust;
- How to properly handle and store flammable liquids;
- How to prevent trip and slip hazards from causing injuries;
- Why offices and break areas should be kept clean and tidy.

## **PROGRAM OUTLINE**

### **GOOD HOUSEKEEPING IS EVERYONE'S RESPONSIBILITY**

- Good housekeeping is everyone's responsibility. It doesn't matter what position you hold or what type of task you are performing; keeping your work area tidy and free of clutter should be every employee's obligation.
- It's part of your commitment to safety and your actions go a long way in showing your co-workers that you want everyone to go home safe at the end of each day.

### **FIRE PREVENTION**

- While preventing slips, trips, falls and other injuries is important, perhaps the key element of good housekeeping is fire prevention.

#### ***Maintaining A Clutter-Free Work Area***

- A major part of preventing fires is removing unnecessary amounts of clutter that could serve as fuel for a fire already burning or the actual material that ignited a fire.
- Maintaining a clutter-free and organized work area should be a daily goal of every employee. Make sure equipment is maintained and in good condition regularly and keep tools and supplies in order throughout your shift.
- Only keep the amount of supplies needed for your shift in your work area. These materials can become fuel for a fire and if you have too much on hand, they can cause a small fire to rage into a large one.
- When cleaning up your area, place materials in metal wastebaskets, preferably with lids that close tightly.
- Waste should be emptied into large metal containers that should be located at least 25 feet away from the building.

#### ***Removing Dust Accumulations***

- A dust-free zone of 10 feet should be maintained from any furnace, boiler and equipment that generates large amounts of heat.
- It is much more effective to use vacuums to remove dust rather than compressed air, which only redistributes the dust and makes the likelihood of a fire worse.

#### ***Handling & Storing Flammable Liquids***

- Fires often occur when flammable liquids such as paint or ethanol are mishandled. An ignition source can ignite flammable vapors from these substances when there is enough oxygen present for a fire to burn.
- To prevent flammables from contacting ignition sources, portable containers with flame arrestors should be used when handling them.
- Make sure to put soiled rags and towels used to clean up grease and other flammable substances in fire-proof containers after use because they can generate enough heat to spontaneously ignite.

### **WORK PRACTICES THAT MAXIMIZE PRODUCTIVITY**

- A cluttered work area with excessive amounts of supplies is a fire hazard, but that's not the only issue. A chaotic work station also affects your productivity.

- Return tools after use to the proper storage location so they don't clutter your work area and can be found when needed. This also prevents them from contributing to an injury to you or a co-worker.
- Don't store items on stairs, in aisles or in front of exits, even if only temporarily.
- Also, make sure to keep areas in front of fire extinguishers, first aid kits, fire alarms, eye wash stations, safety showers or other emergency equipment clear at all times.
- Always place pallets, boxes and other items not in use in the appropriate storage areas.

### **REMOVING TRIPPING HAZARDS**

- In addition to increasing the risk of fire, poor housekeeping often contributes to fall injuries as the result of slips and trips. In fact, fall injuries are the second leading cause of workplace deaths and the third most common cause of disabling injuries among employees.
- If you discover a tripping hazard in your workplace, especially one that is in a designated walkway, follow your company's policy for having the situation remedied.
- This could be as simple as moving the object yourself or marking it so others are aware of the hazard and reporting it to the proper authority so it can be corrected. Failing to promptly correct trip hazards causes many fall injuries each year.

### **RESOLVING SLIPPERY CONDITIONS**

- In addition to correcting tripping hazards, a key element of good housekeeping is looking out for and resolving conditions that can cause a slip.
- Saw dust, metal shavings and other particles created by equipment and machine operations can accumulate and become a slipping hazard. Areas where this is the case should be swept regularly to prevent slip and fall injuries.
- The most important thing you can do when you notice a slip or trip hazard in your workplace is to take action. Don't wait for somebody else to take care of it. Either rectify the problem on your own or go through the proper channels established by your organization to make sure it will be handled in a timely manner.

### **PERSONAL HYGIENE**

- As you keep up a neat and organized work space, apply those principles to your person as well. Paying attention to your personal hygiene in the workplace can help reduce the spread of germs and disease, leading to a healthier and more productive environment. This starts before we even get to the workplace.
- Bathe on a regular basis. This keeps your skin clean and healthy. It also lowers body odors, which can be distracting in the workplace. Make sure to keep your hair clean, neat and tidy as well.
- Brush and floss your teeth daily. This helps to avoid bad breath.
- Wear deodorant or antiperspirant daily if you tend to sweat.

### **HOUSEKEEPING IN OFFICE ENVIRONMENTS**

- Housekeeping and cleanliness is just as important in the office as it is out on the shop floor.
- Because offices are usually close quarters with a variety of different people, it's not difficult to see how germs can spread easily in the office environment. This is where housekeeping can help to keep you and your coworkers healthy.
- Keep a tidy desk that is easier to clean with antibacterial wipes or sprays.
- Pay particular attention to the desk surface, keyboard, mouse, phone handset and any other regularly used items. Do not store unsealed food in your desk and avoid eating at your desk.
- Wash your hands with warm water and soap throughout the day, especially before eating and after visits to the restroom.
- While in the restroom, keep it clean as well. Do not leave unnecessary paper around toilets and sinks.
- To prevent contaminating your hands on the way out, open the door with a paper towel if available and dispose of it in a trashcan.
- If the restroom needs attention, let the cleaning department know.

### **HOUSEKEEPING IN BREAK AREAS**

- During a shift, most workers generally get some kind of break. Many choose to relax in the kitchen, cafeteria or break room.
- Break areas can frequently have slip hazards. When entering these areas, pay attention to the floor surface. If you see a spill, clean it up or mark it and then notify the cleaning personnel.
- When using a microwave, cover food before cooking. This limits food getting on the top and sides of the machine. If the food does leak out of the container, wipe it up quickly rather than letting it dry.

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**ANSWERS TO THE REVIEW QUIZ**

1. b

2. c

3. b

4. a

5. b

6. a

7. b

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**REVIEW QUIZ**

*The following questions are provided to determine how well you understand the information presented in this program.*

Name \_\_\_\_\_ Date \_\_\_\_\_

1. Good housekeeping is only necessary when materials accumulate excessively and cannot be ignored.
  - a. True
  - b. False
  
2. How far should large metal waste containers be located from the building?
  - a. At least 10 feet
  - b. At least 15 feet
  - c. At least 25 feet
  
3. A dust free zone of five feet should be maintained from equipment that generates large amounts of heat.
  - a. True
  - b. False
  
4. It is more effective to use vacuums to remove dust rather than compressed air.
  - a. True
  - b. False
  
5. Rags and towels used to clean up flammable substances aren't capable of generating enough heat to spontaneously ignite.
  - a. True
  - b. False
  
6. Items such as boxes and pallets should not be stored in front of fire extinguishers and other emergency equipment, even if only temporarily.
  - a. True
  - b. False
  
7. If you discover a spill of a non-hazardous substance, you should leave it for custodial staff to clean up.
  - a. True
  - b. False