



**Training Solutions, Delivered!**

# **TO THE POINT ABOUT GOOD HOUSEKEEPING**

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

***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.

# 4888 TO THE POINT ABOUT GOOD HOUSEKEEPING FACT SHEET

**LENGTH: 10 MINUTES**

## **PROGRAM SYNOPSIS:**

Our workplace is full of hazards, hazards that can hurt us or kill us. Controlling these hazards and preventing injuries is the point of our safety and health program. One such hazard is the one presented by poor housekeeping that can contribute to a workplace fire, a trip, a slip or be the cause of other injuries. Following good housekeeping practices can prevent injuries and save lives. That is the point of our facility's policies regarding housekeeping and that is the point of this program. So, pay close attention as we get to the point about good housekeeping.

Topics include maintaining a tidy and well-organized work area, correcting and preventing tripping hazards, correcting and being aware of slipping hazards, fire prevention and good housekeeping in office environments.

## **PROGRAM OBJECTIVES:**

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

- How to maintain a tidy and well-organized work area;
- How to correct and prevent tripping hazards;
- Why workers should be aware of slipping hazards and how to correct them;
- What precautions and safe work practices to follow to prevent workplace fires;
- What housekeeping practices to follow in office environments.

## **PROGRAM OUTLINE**

### **THE IMPORTANCE OF GOOD HOUSEKEEPING**

- Good housekeeping goes a long way in preventing fires, falls and other situations that often lead to injury. It is also one of your job responsibilities.
- Practicing good housekeeping procedures must be incorporated into every job you perform and be an integral part of your commitment to workplace safety.

### **MAINTAINING A TIDY & WELL-ORGANIZED WORK AREA**

- A cluttered work area has many negative effects. Not only is it a fire and fall hazard, it can also adversely affect your productivity and your state of mind.
- For example, an unorganized and messy work area often leads to a worker getting behind in his or her work. Getting behind often leads to rushing and frustration, which can quickly cascade into a domino effect of unsafe acts and conditions, resulting in injury.
- Prevent this by practicing good housekeeping. To keep your work area clutter-free, only keep the amount of work supplies needed for your shift on hand.
- Don't store items on stairs, in aisle ways or in front of exits, even for just a short time.
- Also, make sure areas in front of emergency equipment such as fire extinguishers, eyewash stations and safety showers are not blocked. These types of emergency equipment must always be readily accessible.
- Tools should be returned to their proper storage location after each use so they can be easily found again when needed and so they won't clutter your work area.
- Messy or cluttered work areas are a major factor in many slip, trip and fall injuries. Falls are the second leading cause of workplace fatalities and the third most common cause of disabling employee injuries. This is just one reason that good housekeeping is so important to preventing injuries.

### **TRIPPING HAZARDS**

- If you discover a tripping hazard, correct the situation if you are able and can do so safely; otherwise, mark the hazard to alert others and follow our organization's protocol for having it corrected.

- Tripping hazards come in many forms, including cords and hoses draped across walkways, work materials and tools obstructing aisles and work areas and open file cabinet drawers. Following good housekeeping procedures can prevent such items from becoming trip hazards.
- Secure cords properly either by marking them as a hazard or taping them to the floor. Remember that cords should only cross walkways and aisles temporarily and should be removed as soon as they are no longer needed.
- Travel areas should also not be used for storage. Ladders, tool boxes, pallets, buckets and similar items have no place being stored in travel areas, as they can easily become tripping hazards.
- Scrap items and byproducts should be disposed of in proper containers or stacked out of walkways until they can be removed.
- Be aware that stacked materials such as pallets, boards and pipes can shift and move during your work. Make sure to correct any problems that you notice so they don't become tripping hazards.

### **SLIPPING HAZARDS**

- Another essential component of good housekeeping is looking for and correcting slipping hazards. Many workplace injuries occur when slippery conditions go unnoticed or ignored.
- Metal shavings, sawdust and other byproducts of equipment and machine operations can easily accumulate to become slipping hazards. Areas where this occurs should be swept on a regular basis.
- If you notice a spill of a non-hazardous liquid, make sure to mark it with a sign or barrier and then take the appropriate steps to have it cleaned up.
- Be aware that many substances are considered hazardous and require special clean up procedures by an emergency response team. If you see a spill of a hazardous chemical, follow our organization's policies for proper clean up and disposal.
- Slip hazards that are caused by inclement weather often go unnoticed and uncorrected. You should also mark these hazards and notify the appropriate personnel to rectify the unsafe condition.
- Remember, the best thing you can do when you discover a slip or trip hazard in our workplace is to take action to resolve it. Make it a point to either correct the situation yourself or report it to the proper authority so it can be remedied.

### **FIRE PREVENTION**

- Preventing slips, trips and falls is one of the main points of our good housekeeping program, but it is only one point. Another major point of maintaining a tidy, organized workplace is fire prevention.
- Only keep the amount of work materials needed for your shift in your work area. Having an excessive supply of materials on hand can contribute to a small fire becoming a large one.
- Another way to reduce the risk of fire is to make sure equipment is kept properly maintained and tools and supplies are kept organized for your entire work day.
- When cleaning up your work area, debris and excess supplies should be placed in metal wastebaskets with lids that close tightly if possible.
- If there is the potential for fire, plastic waste receptacles should not be used since they can become fuel for fire.
- When removing waste from our facility, it should be emptied into containers that are at least 25 feet away from the building. This should be done on a regular basis, usually daily but may be needed more often when debris accumulates rapidly.
- Combustible materials such as wooden pallets, cardboard and work supplies that aren't in use should be stored at least 25 feet away from any ignition sources.
- Don't allow large quantities of discarded materials and equipment to become a dumping site for other waste. The point is that the larger such piles are allowed to grow, the greater the fire hazard they become.
- Flammable liquids such as gasoline, paint thinner and similar items are also fire hazards that must be controlled. They must be handled and stored with special care to prevent ignition sources from igniting their vapors.
- Flammable substances should be stored in flame-proof, well-ventilated storage cabinets when not in use.
- Also, portable containers with flame arrestors should be used during handling to prevent contact with ignition sources.
- When transferring flammable liquids from a barrel or a drum to a portable container, always follow approved bonding and grounding procedures to keep sparks caused by static electricity from igniting a fire.

- As with other work materials, only keep the amount of a flammable liquid required for the task at hand in your workstation.
- Soiled rags and towels used to clean up grease and other flammable substances should be stored in fireproof containers that are emptied daily. Soiled rags can generate enough heat to ignite spontaneously.
- Consult Section 7 of the Safety Data Sheet for a chemical if you have any questions about its storage and handling procedures and refer to Section 5 for firefighting measures.

#### **GOOD HOUSEKEEPING IN OFFICE ENVIRONMENTS**

- Good housekeeping isn't just important in industrial environments. It's also essential in the office as well.
- Keep in mind that untidy work areas tend to grow with papers and other flammable items behind, underneath and around desks, becoming fire hazards. Never allow such hazards to accumulate near heat sources such as space heaters, power strips and other electrical equipment.
- Don't allow paper, boxes or other office supplies to block stairways, exits and doorways. This creates major issues in the event of an emergency.
- Also, never allow access to fire alarms, fire extinguishers or other emergency equipment to be blocked by stored materials, furniture or other items.
- Remember that file cabinet drawers are a tripping hazard that contributes to many trip and fall injuries. Make sure to close any drawers once you have finished inserting or removing documents from them.

**TO THE POINT ABOUT GOOD HOUSEKEEPING**

**ANSWERS TO THE REVIEW QUIZ**

1. a

2. b

3. b

4. a

5. a

6. c

7. a

8. b

9. b

**TO THE POINT ABOUT GOOD HOUSEKEEPING**  
**REVIEW QUIZ**

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

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

1. Practicing good housekeeping procedures must be incorporated into every job you perform and be an integral part of your commitment to workplace safety.
  - a. True
  - b. False
  
2. Items should only be stored on stairs, in aisle ways or in front of exits if you are going to leave them there for a short time.
  - a. True
  - b. False
  
3. Power cords should only cross walkways and aisles on a permanent basis when they are secured properly or covered by a mat or rug.
  - a. True
  - b. False
  
4. Many substances are considered hazardous and require special clean up procedures by an emergency response team.
  - a. True
  - b. False
  
5. The best thing you can do if you discover a slip or trip hazard in the workplace is to take action to resolve it.
  - a. True
  - b. False
  
6. Containers for storing waste should be located at least \_\_\_\_\_ from the building.
  - a. 10 feet
  - b. 15 feet
  - c. 25 feet
  
7. Soiled rags and towels can generate enough heat to ignite spontaneously.
  - a. True
  - b. False
  
8. Which section of a Safety Data Sheet lists the firefighting measures for a hazardous chemical?
  - a. Section 3
  - b. Section 5
  - c. Section 7
  
9. While good housekeeping is important in industrial settings, it is unnecessary in office environments.
  - a. True
  - b. False