Stony Brook University

SAFETY TALK

Environmental Health and Safety Newsletter July 2016

Housekeeping

Housekeeping at work is as important as it is at home, especially if you want a safe workplace. People who must function every day in a messy, disorderly work environment have lower morale, although they may not be aware of the cause. But the safety ramifications of poor housekeeping in the workplace are even more important.

Poor housekeeping may result in employee injuries or even death, citations by OSHA (or another regulatory agency), and even difficulty in securing future work. How can such a seemingly "minor" issue such as housekeeping have such serious consequences?

Poor housekeeping practices can result in:

- Injuries when employees trip, fall, strike, or are struck by out-of-place objects
- Injuries from using improper tools because the correct tool can't be found
- Lowered production because of the time spent maneuvering over and around someone else's mess, and time spent looking for proper tools and materials
- Fires due to improper storage and disposal of flammable or combustible materials and wastes

General housekeeping rules to remember:

- Housekeeping is everyone's responsibility!
- Clean up after yourself. Pick up trash and debris and dispose of it properly. Keep your work area clean throughout the day, minimizing the time needed to clean a "larger mess" at the end of the day.
- Dispose of combustibles and flammables properly. If improperly discarded, they will increase the potential for a fire.
- Remove protruding nails and other sharp objects, or hammer them flat to prevent someone from stepping on them.
- Stack materials and supplies in an orderly manner and secure them so they won't topple.
- Report all slips, trips, and falls, with or without injury, so the hazard can be corrected.
- Make sure all containers and materials are labeled. If you don't know what something is, find out.

Date:	
Department:	
Supervisor ***(please print)*****:**	
Supervisor Signature:	
Employee Participants: ***Please Print Clearly***	*Signature*

Environmental Health and Safety

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Supervisor must perform safety talk for the noted month and ensure all employees sign off on this form. Completed form is to be kept on file by department.