

HOUSEKEEPING

Key Benefits

- **Fewer accidents:** Prevents slips, trips, falls, and cuts from clutter or sharp objects.
- **Lower fire risks:** Stops flammable debris, dust, and waste from building up.
- **Higher efficiency:** Makes tools and supplies easy to find, improving daily work.
- **Better health:** Reduces dust, chemical exposure, and mold or pest problems.
- **Boosts Morale:** Creates a pleasant, healthy, and professional environment for everyone.

Best Practices

- **Keep paths open:** Leave walkways, stairwells, and emergency exits completely clear.
- **Clean as you go:** Put away tools and clear waste right after finishing a task.
- **Handle spills fast:** Wipe up wet floors immediately and put out caution signs.
- **Store items safely:** Keep materials away from fire sprinklers and electrical panels.
- **Schedule cleanups:** Set aside specific times for daily and shift-end tidying.

Housekeeping tips

For a clean and safe workplace

Remember,
a place kept clean
is easier than
cleaning a place



- 1) Keep aisles clear.
- 2) Immediately clean up spills.
- 3) Make sure tools and equipment are kept clean and oil free.
- 4) Properly and promptly dispose of waste.
- 5) See to it that fire exits are kept clear.
- 6) Smoke only in designated areas and use the provided ashtrays.
- 7) Stack bins neatly and safely.
- 8) Make sure extinguishers are easily accessible and clearly marked.
- 9) Use recycle bins whenever applicable.

*And always...
Make sure there is a place
for everything, and every thing is
in its place*