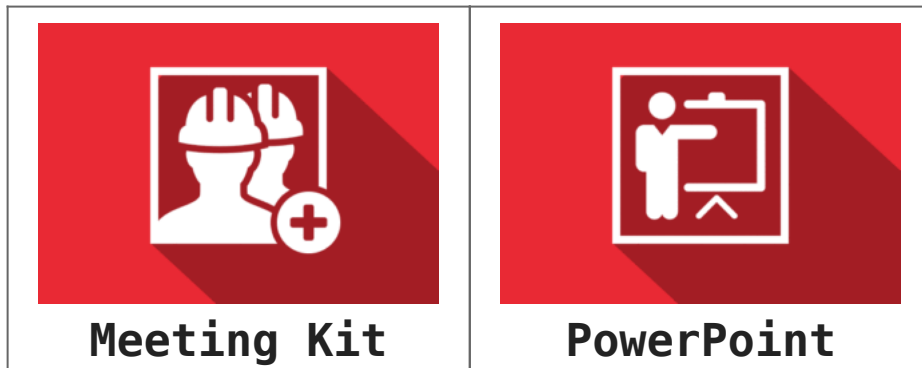


# Don't Forget Good Housekeeping

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Housekeeping may not be your favorite job, but a messy workplace is where injuries occur.

The handling, storage and placing of materials at work directly impacts the safety of you and your co-workers.

Careful consideration must be given to the volume of materials to be handled, the space needed for these materials and the methods of handling and transportation.

### **Piling materials**

When piling materials, keep these points in mind:

- Height of pile – hazards include toppling, nearby traffic and interference with sprinkler systems.
- Strength of support – allowable floor loads should be posted.
- Continued stability – related to yard piling where uneven or moist ground may cause toppling.
- Location – aisle traffic or machinery may make it necessary to limit the height or type of materials.
- Pipe or long stock – racks aid handling, but projecting ends should be protected by railings or barriers.
- Mechanical aids – employing manual methods instead of utilizing stackers or hoists is a common fault.

### **Tool housekeeping**

Racks and holders should be provided for all hand tools, jigs, cutters, blades and other parts. Tools frequently used at a bench

or machine should be placed on racks. Wheeled racks are often very helpful.

### **Scrap and waste disposal**

The old way of letting it fall to the floor and cleaning it up periodically is not conducive to safety. A suitable means of collecting and disposing of waste in a timely manner is recommended.

### **Marking storage space**

Clearly marking aisles and spaces reserved for storage will solve a lot of problems in the workplace.

### **Leaks, drips and spillage**

Use oil pans, splash guards and drip pans to keep oil off the floor. Proper means of oiling and good maintenance reduce dripping, and good construction reduces leaks.

### **Aisle layout**

Aisles too narrow for safety are also too narrow for efficiency. Aisles accommodating powered truck traffic should be three feet wider than twice the width of the trucks used.

### **Machinery and equipment layout**

The provision of adequate space and the proper arrangement of various production units are vital to housekeeping.

A common mistake is to add machines to well-filled floor space. This not only increases the accident hazard but often decreases efficiency because of overcrowding.

*Good housekeeping may be the last thing on your mind, but don't ignore the fact that it prevents injuries.*