

# Housekeeping



Toolbox Talk #38

## Why Clean?

When housekeeping is not a priority in the workplace, it can increase risk of injury in that location. Employees could tip over loose objects on the floor, slip on greasy or wet surfaces, and when items are poorly stored, they could later fall on other employees. Not only does a messy workspace increase the risk of injury, it also reduces workplace efficiency. In messy workplaces, employees often have to spend more time finding tools and parts because they were not placed in the proper location after usage. Another thing slowing down productivity in messy workspaces is the fact that employees have to be overly cautious of where they are walking to avoid tripping over items that were not stored properly.

## What are the Benefits of Good Housekeeping?

Clutter-free and spill-free work areas

Better control of tools and materials, including inventory and supplies

More efficient equipment cleanup and maintenance

More effective use of space, and improved productivity

## How to Plan a Good Cleaning Program?

1. Supervisor should determine a good time to clean up during shifts
2. Shop members should develop cleaning checklist
3. Workspace should be cleaned up daily
4. Supervisor or shop member should be responsible for ensuring workspace is cleaned after each shift

