

“Only as good  
as the people  
who use it!”

## Good Housekeeping...

A good housekeeping program benefits everyone by producing safe, clean surroundings.

Floors that are clean and clear of obstacles reduce slips, falls and tripping. Work areas that aren't cluttered leave more room to work with less irritation from trying to find misplaced tools. And when people work in a well-maintained, orderly environment, they tend to produce a higher quality product.

Remember, every guest, customer, inspector or insurance agent visiting your company is going to form instant opinions about your product and how you do business based on looks alone.

Good housekeeping is for everyone. But like the title says — it's “only as good as the people who use it.” The following are suggestions to make your workplace a safe place.

### 1. Begin By Cleaning Up

In starting a safe housekeeping program, clean-up comes first. Do a thorough housecleaning. Remove all trash, accumulations of scrap, unused materials and broken equipment. Put items in their proper places.

### 2. Make It Stick

The things in life which get measured and rewarded GET DONE! The responsibilities and accountability for making housekeeping a priority should be written down on paper for all to see.

### 3. Keeping In Line

An essential part of housekeeping is the designation of routes for vehicular and pedestrian traffic. Diagonal. Striped lines should show perimeters to remind which areas must remain clear at all times.

### 4. Aisles, Exits and Stairs

All traffic areas should be free of materials, pallets, tools, fixtures and other obstructions. Stairways should be kept in good repair, be well-lit and remain free of trash and objects. Exits must be clearly marked and accessible at all times.

### 5. Put It where It Belongs

Trash of all kinds — soft drink bottles, paper cartons and coffee cups should be deposited in suitable containers. Liquids and chemicals should be stored in approved containers. Floors should be kept free of all foreign materials.

### 6. Personal Belongings

Walls and shelves should not become catch-alls. Personal articles can soon accumulate and be damaged or become safety hazards.

### 7. Clean Or Not To Clean

Floors should be swept and cleaned at regular intervals. This prevents build-up of dirt and grease — both responsible for fire and other hazards. Spills create slipping hazards and require immediate attention. Clean-up rags should be disposed of properly.

## 8. Facilities

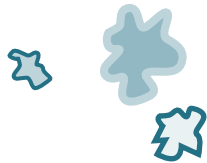
Lavatory facilities and drinking fountains should be clean and sanitary. Lunchrooms should be maintained with an adequate number of receptacles for refuse. Eating areas should be safe distances from toxic materials or substances that may be health hazards.

## 9. Hazards Clearly Marked

In hazardous areas, warning signs should be posted. Place signs in appropriate places and always keep them visible.

## 10. Not A One-Time Thing

Good housekeeping can't be a once-in-a-while project. Occasional and intensified cleaning campaigns are beneficial, but the big payoff in safety comes when good housekeeping becomes an integral part of your daily work schedule.



**Good Housekeeping Motto:  
"A Place For Everything, And  
Everything In Its Place."**



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