



15 Minute Safety Presentation

Housekeeping

15 MINUTE SAFETY PRESENTATION – HOUSEKEEPING

INTRODUCTION

A common conception of housekeeping is running around tidying up before everyone goes home at the end of the day.

Although having a tidy workspace is one aspect of effective housekeeping there's a lot more to it.

Housekeeping is everybody's responsibility and it requires all of us to keep the workplace clean, tidy and organised so that it's safe to work in.

LEARNING OUTCOMES

By the end of this talk you will understand:

- the cost of poor housekeeping; and
- what you can do to keep your workplace clean, tidy and organized.

COST OF POOR HOUSEKEEPING

Poor housekeeping leads to a variety of accidents, injuries, damage and problems.

- **Splinters, cuts and eye injuries** occur when metal filings and discarded material are left on bench tops and machinery.
- **Cuts to hands and fingers** occur when sharp metal scrap is left lying on top of work benches.
- **Slip and trip accidents** occur when tools, equipment and scrap material are left lying on the floor.
- **Crush injuries** occur when unstable stacks or overburdened storage shelves collapse.
- **Time is wasted** because tools, equipment and materials are always being moved and re-arranged.

Apart from accidents and injuries, poor housekeeping also creates other problems. **Fires** easily spread throughout a workplace if paper waste and oil and grease deposits are allowed to build up.

Serious injury or death can occur while people are trying to evacuate a building, if access-ways and emergency exits are blocked off or obstructed.

A badly organised and untidy workplace also creates a congested work place that can contribute to difficulty finding tools, materials and equipment. A congested, untidy and disorganised workplace is difficult for everyone to work in and does not encourage quality work.

Effective housekeeping requires you to:

- organise your workplace;
- keep work areas uncluttered and clean; and
- store everything in its proper place.

The benefits of good housekeeping are:

- less risk of accidents and injuries;
- less risk of fires;
- a more pleasant workplace; and
- less time wasted trying to find tools, equipment and materials.