

Housekeeping – *Keep The Jobsite Clean!*

Working in messy conditions can be distracting, unsafe, unsanitary and against OSHA regulations. Here are some tips to help keep the job clean

- Good housekeeping boosts worker morale, promotes safety and encourages professional work habits.
- Clean, well-maintained job sites are more pleasant, safer places to work.
- Trying to find tools and materials in a disorderly work area wastes time.
- Unneeded materials take up available work space and cause workers to get in each other's way.
- Keeping your work area clean gives you more room to spread out and do a good job.
- A cluttered work area can cause workers to trip, slip or step on sharp objects.
- Rags, scrap paper, old rope and dust are fire hazards.
- Tools stored in their proper places are easier to find.
- Clean up as you go, rather than waiting until the end of the day or week.
- Separate scrap from usable material and store it in scrap piles.
- Assign one or two people to be in charge of removing litter before it has a chance to get in the way.
- Stack materials efficiently to make more space.
- Take care of any housekeeping problems you see.
- Send unneeded supplies back to the supply yard immediately.
- Put things where they belong, rather than piling everything in one place to get it out of the way.
- Keep work areas, passageways and stairs in and around your site free from scrap lumber, protruding nails, wire, buckets, extension cords, tools and other hazards.
- Remove garbage, combustible scrap and debris frequently throughout the day.
- Collect and separate waste, garbage and flammable rags in the appropriate containers.
- Make sure containers for garbage and other oily, flammable or hazardous wastes have covers.
- Report unsafe conditions to your supervisor immediately.