

The Importance of Good Housekeeping

Good housekeeping is one of the simplest ways to prevent injuries at work. A clean, organized workplace is a core part of workplace safety. Clutter, spills and poor organization create hazards that can lead to slips, trips, falls, fires and other incidents. Making housekeeping a daily habit protects you and your coworkers.

What Is Workplace Housekeeping?

Workplace housekeeping refers to the ongoing process of keeping work areas clean, organized and free of hazards. It goes beyond basic cleaning and tidying. Housekeeping includes managing how materials are stored, how walkways and workstations are kept clear, how waste and scrap are handled, and how spills and other hazards are addressed as soon as they occur. Effective housekeeping is not a one-time task completed at the end of a shift. It is a continuous effort that is built into the way work gets done every day.

Maintaining a clean and organized workspace offers several benefits, including:

- Fewer slips, trips and falls
- Reduced fire hazards
- Easier access to exits, equipment and emergency supplies
- Lower risk of chemical exposure or spills
- Improved morale and productivity
- A more professional appearance for visitors and clients

Best Practices for Workplace Housekeeping

Follow these tips to help keep your workplace clean and safe:

- Clean up spills immediately and place warning signs near wet areas.
- Keep aisles, walkways and exits clear of tools, cords, boxes and other obstructions.
- Ensure that posted signage and floor decals remain visible and legible.
- Return tools and materials to their designated storage area after use.
- Dispose of scrap materials, packaging and trash regularly. Do not let it pile up.
- Store flammable or combustible materials away from heat sources and in approved containers.
- Keep your work area organized throughout your shift, not just at the end of the day.
- Report damaged equipment, broken flooring or other hazards to your supervisor right away.
- Wipe down and organize shared spaces, such as break rooms and tool cribs, after use.

What Not to Do

- Do not leave tools, cords or materials in walkways or work areas.
- Do not block fire extinguishers, exits, electrical panels or emergency equipment.
- Do not stack materials in a way that blocks sprinklers or creates a falling hazard.
- Do not stack and store material against heaters, gas lines or piping.
- Do not wait until the end of a shift to clean up. Address messes as they happen.
- Do not ignore small spills or clutter because they seem minor. Small hazards can lead to serious injuries.

Make It a Habit

Good housekeeping is a shared responsibility. Taking a few extra minutes to clean up and stay organized can prevent an injury before it happens. Make housekeeping part of your daily routine, and speak up if you notice a hazard that needs attention.