

Workplace Housekeeping

Workplace Housekeeping - Checklist for Workplace Housekeeping

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See the OSH Answers on [Workplace Housekeeping - Basic Guide](#) for more information.

DO:

- Minimize fire hazards by keeping the workplace free of flammable or combustible materials and waste.
- Make sure that exits and aisles are clear of obstructions to allow easy evacuation of the building.
- Place all trash and scrap in proper containers.
- Keep oily rags in covered metal containers.
- Dispose of hazardous materials in approved marked containers.
- Store equipment and materials in their assigned location.
- Clean air vents and filters to maintain ventilation efficiency.
- Make sure that boxes, drums, and piles are located on a firm foundation and are properly stored.
- Clean up tools and unused materials after finishing a job or before leaving the job site.
- Clean up spills promptly according to procedures, using personal protective equipment (PPE) where necessary.
- Report hazards such as uneven boards, cracks, or burnt-out lights. Fix immediately.
- Bundle and store hoses and cables when not in use.

- Place empty containers and pallets in designated locations.
- Dump small containers into larger ones.
- Keep only enough combustible materials at the job site for the job at hand.

DO NOT:

- Do not pile material around fire extinguishers, sprinklers, or emergency exits.
- Do not leave clean-up to the last few minutes of the shift or day.
- Do not clean equipment without "[locking out](#)."
- Do not reach into waste containers. Dump contents or remove the bag.
- Do not blow off dust with [compressed air](#). Use a vacuum or brush.
- Do not collect [broken glass](#) and metal straps in plastic bags.
- Do not use bare hands when collecting waste. Wear gloves to avoid cuts and splinters.
- Do not place materials on the stairs.
- Do not use containers or boxes as chairs or ladders.

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