
Loss Control Bulletin #7**Importance of Good Housekeeping**

Good housekeeping can lead to customer goodwill, employee safety, and prevention of fire. It can be *the* major factor in preventing injuries, property damage and waste.

An effective housekeeping program is a basic safety practice for regular building and facilities maintenance. Housekeeping concerns are not limited to industrial settings, but extend to every area of business. The following general guidelines may offer helpful advice.

Key Areas for Good Housekeeping

Your housekeeping program should include frequent inspection of areas where poor housekeeping creates hazards. Commonly hazardous areas include:

- Basements
- Storerooms
- Storage closets
- Attics
- Loading platforms
- Elevator pits
- Under stairways
- Benches in corners
- Under cash register check stands
- Areas adjacent to trash containers or compactors

Maintaining good housekeeping should be a part of any operational plan and clean up measures should be required as a regular work practice. Management should require monitoring to assure that good housekeeping practices are followed.

Plan for Good Housekeeping

Key points in planning and maintaining a good housekeeping system are:

- An orderly arrangement of job operations and work flow
- A designated place for equipment and materials
- A system to assure that each item removed from its place is returned after use
- Adequate containers for disposal of waste
- Adequate space in work areas and aisles
- Special storage areas for items not normally used in production processes or operations - away from work areas

Benefits of Good Housekeeping

Effective housekeeping demonstrates that management is concerned about customers, employees and the condition of the premises. Some important benefits that result from maintaining good housekeeping include:

- Fewer injuries because hazards are reduced
- Higher worker morale due to a clean, organized work environment
- Improved activity, efficiency, and productivity
- Reduction of wasted materials, damaged goods and misplaced items

Serious accidents and injuries are less likely when trash and scrap material is not permitted to accumulate. Employers should continually emphasize that each worker must take responsibility for good housekeeping.

For additional information, please call your Republic Indemnity loss control representative.

The guidelines provided in this bulletin are only intended to provide an overview of some of the more important steps that can be taken by management to establish a safe workplace. The guidelines are not considered exhaustive of all measures and controls that can be implemented by management to address all potential loss or injury producing causes. Ultimately it is the responsibility of management to take the necessary steps to provide for employee and customer safety.