

# HOUSEKEEPING IS ESSENTIAL

Worksite housekeeping is important for a safe, industrial workplace. Good housekeeping practices help reduce workplace hazards and are the responsibility of ALL employees and not just the clean-up crews.

Here are some housekeeping steps you can take to help prevent hazards:

- PREVENT SLIPS/TRIPS/FALLS
- MINIMIZE FIRE AND ENVIRONMENTAL HAZARDS
- STORE MATERIALS PROPERLY



BC Forest Safety

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## PREVENT SLIPS/TRIPS/FALLS

- Keep walkways and work areas clear of obstructions. This includes production waste and tools such as picaroons and pike poles.
- Ensure anti-fatigue mats are in good shape and are not worn through and resting on a flat surface, such as a piece of plywood, and not just placed over the metal floor grating.
- Ensure air hoses and extension cords are wrapped up and not underfoot.

## MINIMIZE FIRE AND ENVIRONMENTAL HAZARDS

- Ensure fire extinguishers are not blocked.
- Ensure easy access to eyewash stations and emergency showers.
- Do not block emergency exits.
- Immediately report spills and clean them up.
- Keep combustible materials away from electric heaters. Do not leave your gloves on them during breaks and ensure they are shut off when not in use.
- Do not store material in front of MCC panels or electrical breaker panels.

## STORE MATERIALS PROPERLY

- Proper storage of parts ensures workers are able to access them when needed and also ensures there is no accumulation of unwanted items, debris and waste.
- Improperly stored tools may lead to increased downtime when required tools cannot be quickly located.
- Store flammable materials according to manufacturer's and regulatory requirements.
- Make sure specific storage areas, such as lube rooms, only contain the items that are needed. Do not store any items that do not belong there.

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### *ATTENTION MOBILE EQUIPMENT OPERATORS*

If you are a mobile equipment operator (which includes shop trucks) or operate production equipment from a booth, take responsibility for keeping your work area clean. Remove garbage from the machine or booth at the end of each shift. Ensure the windows are clean and the floor is swept.

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**GOOD HOUSEKEEPING RELIES ON EVERYONE AND IS ONE WAY TO SHOW BOTH RESPECT FOR THE WORKPLACE AND RESPECT FOR FELLOW WORKERS.**

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