

GOOD HOUSEKEEPING

1. Good housekeeping is one of the most important factors in job safety. It is everyone's responsibility. Good housekeeping is not maintained by cleaning up once a week or even once a day, but by keeping cleaned up *all of the time*.
2. Thousands of construction workers are injured each year by tripping, stumbling, or stepping on objects in their way. Such accidents are often blamed on the worker for not looking, or being some place he had no business being. Actually, these accidents are the direct result of poor housekeeping.
3. Good housekeeping is very important in fire protection – oily rags and other combustible materials are responsible for starting or spreading fires. Also, scrap paper, old rope, etc. present a fire hazard. This causes loss in property and also tragic loss of lives. Good housekeeping prevents accidents and fires, conserves space, time and material.
4. Scattered material on floors takes up a lot of space and also causes traps. It also makes it necessary to spend time hunting for tools. If orderly arranged, it will not be a trap and will save time.
5. Material storage and scrap disposal are most important. Scrap material should never be stored with useable material. In the first place, it will be untidy and will be kicked around for someone to trip over. Keep scarp where it can be picked up. Workbenches and toolboxes should be kept orderly. Keep toolboxes arranged for easy and safe selection.
6. When possible, workbenches should be in line with building walls and free from scarp. Tools arranged properly make work easier.
7. Good housekeeping is a job morale builder. A man feels better if he steps into an orderly place to work.
8. A visitor will judge a man's work by his housekeeping.
9. An orderly job is a safe job and a safe job is an efficient job.
10. You can tell a man's attitude about safety by looking at the housekeeping around his job.
11. One protruding nail or slick spot is poor housekeeping.
12. Housekeeping is a job that can't be put off. We have to clean up as we go. After all, good housekeeping may be the difference between looking and seeing.
13. If a new man comes on the job, it is up to all of us to tell him about good housekeeping and keep after him until he does it willingly.
14. Please refer to your contract for back charges that you will be assessed if your work is not cleaned up in the required time. BACAR Constructors will perform this clean up with our own forces and back charge at the rate of \$50 per hour per man.

GOOD HOUSEKEEPING CONT.

NOW LET'S SUMMARIZE

1. There's nothing extraordinary about housekeeping – it's a work place or jobsite clean and orderly.
2. Be sure not to overlook some little thing that may cause an accident.
3. Put all scrap in its place.
4. Secure materials to prevent shifting or rolling.
5. Keep toolboxes clean and orderly.
6. Put lunch bags, scraps discarded cloths in waste cans.
7. Get the habit – keep it clean, keep it neat, keep it orderly. It makes work easier, smoother, quicker and safer.

GOOD HOUEKEEPING DEFINITION

Housekeeping is the relation of tools and materials to each other, to the man doing the work, and to the manner in which they add to or distract from safety.

Company

Date

Printed Name

Signature