

SAFETY

TIP OF THE MONTH

HOUSEKEEPING & STORAGE

Good housekeeping is possibly the most visible indication of management and employee concern for safety and health. Neatness in our workplace contributes to a safe working environment by minimizing obstacles and potential safety and health threats such as slips, trips, and falls, etc. All Employees share the responsibility for upholding good housekeeping practice.



What are the benefits of good housekeeping at work?

- Eliminates clutter which is a common cause of accidents.
- Improves productivity.
- Helps to make the best use of space provided.
- Makes the workplace neat, comfortable and enjoyable.
- Reduces our waste.

General housekeeping measures include:

- Storage may not obstruct means of egress.
- Clearance of at least 18" must be maintained between the top of storage and the sprinkler.
- Allow for sufficient, safe clearances and access to any and all work stations, work areas, doors, and stairways.
- Keep aisles and walkways free of physical obstructions.
- Keep fire exits, fire alarm pulls, fire extinguishers, safety showers, eye washes, and any other emergency equipment free of obstructions.
- Keep all filing cabinets and drawers closed when not used.
- Always clean up after yourself
- Access to electrical equipment must be unobstructed.
- A minimum of 3' clearance is required around all electrical, mechanical, and heating units.



Good housekeeping means having no unnecessary items around and keeping all necessary items in their proper places.

When a workplace is clean, orderly, and free of obstruction; work can get done safely and efficiently.

You will **feel** better, **think** better and **achieve** superior work.



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