

SAFE WORK PRACTICES HOUSEKEEPING

**This information does not take precedence over OH&S. All employees should be familiar with the Saskatchewan Employment Act and the OH&S Regulations.*

GENERAL: Good housekeeping is one of the best methods of preventing injuries. Effective housekeeping practices must be observed at all times.

1. Trash containers must be emptied regularly.
2. Oily rags must be disposed of in covered trash containers.
3. Broken or scrap material must be removed from the direct work area.
4. Tools and equipment not in used must be returned to their proper places.
5. Drip pans must be used when pouring lubricants.
6. Any grease or oil spilled must be promptly and thoroughly cleaned up.
7. All projecting nails or sharp objects must be withdrawn, bent over and guarded.
8. Aisles, walkways and access routes to emergency facilities and equipment (such as fire extinguishers, first aid and eye wash stations, etc.) must be kept clear of obstructions.
9. Work areas, work benches, machines and equipment must be maintained in a clean and safe condition.
10. Hoses, chains, cables, electrical cords or other trip hazards must be kept off the floors or securely taped down to prevent a trip hazard.