

EMPLOYEE TRAINING RECORD

TRAINING TITLE **Good Housekeeping - A Good Safety Practice**

KEY TEACHING POINTS

GOOD HOUSEKEEPING - A GOOD SAFETY PRACTICE

- Sure, it is nice to work in a clean and organized setting, but OSHA requires a neat, clean workplace because it is safer. Just taking the time to put things in their place can prevent many on-the-job accidents and injuries.
- Here are some good housekeeping practices to keep in mind:
 - Keep aisles, passageways, stairways, floors, and exits clear of tools, pallets, cords, cables, hoses, scrap and trash.
 - Put tools and material away when you are not using them.
 - Clean up spills immediately and properly. Block off the area to prevent slipping.
 - Close doors and drawers on cabinets.
 - Report any loose or broken flooring or holes in the floors.
 - Place all trash in the proper containers. Combustible waste must be put in closed metal containers.
 - Prevent build-up of dust, lint, dirt, or grease on machines and other work surfaces.
 - Keep chemical containers marked and closed when not in use.
 - Cover or sand rough edges or splintered edges on surfaces. Fix or report protruding nails or other sharp hazards.
 - Report dirty bulbs and windows; they block light.
 - Keep cords and wires straight and untangled and out of walkways.

A CLEAN, ORDERLY WORKPLACE IS YOUR RESPONSIBILITY

- Yes, there are maintenance and cleaning people in our facility. But they don't always know where things belong. That is why your immediate workplace is your responsibility.
- Remember the old saying: "A place for everything and everything in its place." Put things back when they are not being used and do it right away. You may find that keeping your workplace clean and organized daily will help you work easier, faster, and happier.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 It is the sole responsibility of the janitors to pick up trash.		
2 Mark chemical containers and keep them closed when not in use.		
3 Putting things away does not affect safety.		
4 Combustible waste is to be stored outdoors in open metal containers.		
5 Put tools and materials away when not using them.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE