



# MSU DAWG TRACKS

Housekeeping is not something most folks look forward to stopping and doing, so with a little here-and-there along the way you can avoid it being a time-consuming activity. Yes, housekeeping is crucial to workplaces safety. It can help prevent potential problems from non-compliance, but more importantly it can help prevent injuries, improve productivity, and even help with worker morale. Housekeeping is not the responsibility of one person or even custodial. All workers have a responsibility to participate in housekeeping, especially in terms of keeping their own work areas tidy.

## Tips for Effective Housekeeping:

- **Pathways should be clean, dry, and clear of items.**
  - If you spill coffee in the hallway, stop to wipe it up. If you need to mop a large area (entrance/hallway) place a sign warning others of the wet floor.
  - Equipment leaking oil or mess created from making a repair - clean it up.
  - Use the right cleaning product. Oils and grease take more than a rag & water; be careful not to spread slipperiness around, rather than getting it up and off the floor.
  - Consider installing anti-slip flooring in areas that can't always be kept clean.
  - Floor drainage should be present where wet processes are used - if drains are clogged, get them fixed.
  - Replace worn, loose or damage flooring.
  - Ensure floor mats don't slip or have curled up corners.

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## Avoid tracking materials -

- Area mats should be kept clean. This may even help prevent the spread of dirty or even hazardous materials to other work areas or keep from tracking it home.
- Separate cleaning protocols may be needed for different areas to prevent cross-contamination.
- If the materials are toxic, industrial hygiene testing, uniforms and showering facilities might be needed. Employees who work with toxic materials should not wear their work clothes home.

## Clear clutter -

- Allow enough area for proper workstation setup. This will help be more ergonomic or comfortable, and effective for work productivity.
- Everything should have a place. Get organized! Shelving or a pegboard wall may help if ample space is an issue.
- Return tools and other materials to their designated place after using them.
- Keep aisles, stairways, emergency exits, and mechanical rooms clear of clutter. These areas cannot be used for storage.
- Dispose of things no longer useable – unrepairable equipment, outdated chemicals, empty containers, and simply all trash.

Housekeeping or cleaning is also critical in taking care of your ...

- Personal protective equipment
- Tools and equipment
- Vehicles

... use it as an opportunity to inspect for needed repairs or critical damage.