

What?

- **Good housekeeping forms part of the general duties assigned to everyone at work. It includes the provision of adequate space for safe working and storage arrangements, both around workstations and within the workplace.**
- **It is based on a culture of tidiness and cleanliness by everyone on site where each individual makes a point of putting things in their correct place rather than leaving it to someone else to clear up.**

Why?

- Poor housekeeping results in an unsafe workplace where hazards can cause slips, trips and falls.
- It is much easier and safer to walk through a tidy area than pick your way across a floor where things have simply been left lying because someone could not be bothered to put it away or mop it up.
- It's in everyone's interest to keep work areas clean and tidy: each individual has to play their part.

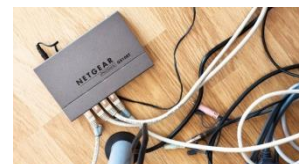


Do ✓

- ✓ Keep work areas and passages clean and tidy
- ✓ Report poor housekeeping practices e.g. electrical cupboards being used as storage
- ✓ Put waste in the bins provided
- ✓ Coil up cables and hoses when not in use
- ✓ Clean up spills to prevent slips
- ✓ Check litter bins are emptied regularly
- ✓ Store tools safely when not in use
- ✓ Keep fire exits clear at all times
- ✓ Put items back in their correct storage areas

Don't ✗

- ✗ Don't leave paper or other materials lying on floors, desks or worktops
- ✗ Don't ignore spills or other items left on floors
- ✗ Don't leave tools unattended
- ✗ Don't block walkways in the minibuses with tools, bags or other objects
- ✗ Don't leave trailing cables in the office



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