



Instructor Guide

Housekeeping

Topic Overview (why the topic is important to the students)

Good “housekeeping”, keeping your workspace clean and tidy and your tools in good order, is a basic part of accident and injury prevention. Effective housekeeping can eliminate some workplace hazards and help get the job done safely. Poor housekeeping can contribute to accidents by hiding hazards that can cause injuries, and encouraging poor maintenance of tools and equipment.

Housekeeping includes keeping work areas neat and orderly, keeping walkways and floors free of slip and trip hazards, and removing waste materials, such as packaging, from work areas.

Demonstration and Discussion Topics

- **Discuss** the hazards in the shop that may result from poor housekeeping.
- **Discuss** how injuries can occur if the shop and equipment are not kept clean and tidy.
- **Tour the shop** with the students, pointing out the hazards.
- **Distribute** the student handout.
- **Review** the safety tips.
- **Explain** what can be done in the workplace to minimize the risk of injuries due to poor housekeeping (e.g., waste containers easily accessible, places for everything, spill clean-up equipment available).
- **Discuss** the attitude that “it won’t happen to me”. Remind them that an injury can and will happen if they take shortcuts or are careless.
- **Make it real.** Tell at least two stories of injuries from your experience, or use the following examples:
 - A young worker tripped over a trailing extension cord, falling awkwardly and breaking her ankle.
 - A welder was badly burned when sparks from his torch ignited a pile of nearby rags and other debris.

- **Emphasize** the importance of identifying and reporting any safety concerns about housekeeping hazards.
- **Answer** any questions or concerns they might have.
- **Set a good example** by working safely and keeping your workspace clean at all times.

Resources

- Housekeeping
http://www2.worksafebc.com/i/construction/Toolbox/pdfs/TG06-08_Housekeeping.pdf