



### Instructor Guide

#### Housekeeping

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

Good “housekeeping”, keeping your workspace clean and tidy, is a basic part of accident and injury prevention. Effective housekeeping can eliminate some workplace hazards. Poor housekeeping can contribute to accidents by hiding hazards that can cause injuries. In the kitchen, it can also be the source of food poisoning or transmission of viruses such as hepatitis.

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** hazards in the kitchen that may result from poor housekeeping.
- **Discuss** how injuries can occur if the kitchen and equipment are not kept clean and tidy.
- **Tour the kitchen** with the students, pointing out these 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 kitchen worker tripped over a trailing extension cord, falling awkwardly and breaking her ankle.
  - An apprentice chef slipped on a wet floor. As she fell, she stepped into a bucket of hot grease that had been left on the floor. The burn required 3 days in hospital, and surgery for skin grafting.

- **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](http://www2.worksafebc.com/i/construction/Toolbox/pdfs/TG06-08_Housekeeping.pdf)