

GOOD HOUSEKEEPING PRACTICES AT WORK

Purpose

The purpose of this safety announcement is to inform and protect faculty and staff against injuries from possible hazards in the work/ school environment.

Guideline

The U.S. Department of Labor Occupational Safety & Health Administration regulation 29CFR, standard numbers 1910:141(a)(3); 1910.22 (a); 1910.106 (e)(9); 1910.176.B are our guiding factor.

Outline of the requirements

OSHA regulations require:

- Work places are to be clean, orderly and in a sanitary condition to the extent that the nature of work allows
- Floors are to be kept in a dry condition as practicable
- Fork areas, floors and passageways should be free of protruding nails, splinters, loose boards and unnecessary holes or openings
- Aisles and passageways are to be kept clean and in good repair with no obstructions that can cause a hazard
- Flammable liquids kept to a minimum and stored in covered metal containers
- Areas around flammable liquids should be free of any combustible materials

Keep Work Areas Neat, Organized and Safe

- Dispose of all items in the proper labeled containers
- Anything flammable should be in a metal container and labeled
- Smoke only in permitted areas
- Clean up spills immediately
- F stacking item, make sure the cannot fall or block sprinklers
- Avoid food and beverages in work area
- Never put liquids in an unlabeled container
- Do not remove any safe guards on equipment

Take Responsibility for Identifying and Eliminating Hazards

Every employee has a personal responsibility to:

- keep his or her own work area neat, clean, and safe
- keep any walkway or stairs clear and uncluttered
- return tools, material or supplies to its assigned place when not in use
- report anything that's broken or not functioning properly
- report any trip hazards right away
- follow up on any safety violation you notice
- read and follow MSDS

Responsibilities

It is the Supervisors' responsibility to train or schedule training on the aforementioned subject, to note deficiencies and see that they are corrected ASAP.

It is the employees' responsibility to seek training on the aforementioned subject, report deficiencies and see that they are corrected ASAP.

Treatment

If something does happen seek medical treatment right away. Follow the University's policy for accidents.

Additional resources; this is only a sampling of additional information

OSHA website or nearest office

7- Minute safety trainer # 3005

Product MSDS

Take the Safety Quiz on the Next Page

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Quiz

1. Whose responsibility is it to seek and supply training about Good Housekeeping Practices at Work?
 - a. only those who handle cleaning supplies
 - b. all people doing anything that might cause an injury to anyone
 - c. no one, it is common knowledge
 - d. the employee and their supervisor
 - e. a and c
 - f. b and d

2. Who put out the guidelines or regulations for safety training on Good Housekeeping practices at Work?
 - a. the worker
 - b. the supervisor
 - c. WPUNJ
 - d. U.S. Dept. of Labor under OSHA

3. OSHA regulations require?
 - a. work places are to be clean, orderly and in sanitary condition to the extent that the nature of the work allows
 - b. floors are to be kept in as dry condition as practicable
 - c. aisles and passageways are to be kept clean and free of obstructions
 - d. all of the above
 - e. none of the above

4. Every employee has a personal responsibility to?
 - a. worry only about themselves
 - b. keep their work area neat, clean and safe
 - c. report any hazards right away
 - d. all of the above
 - e. none of the above
 - f. only b and c

5. OSHA also requires you to?
 - a. keep flammable liquids to a minimum and stored in a covered metal container
 - b. keep areas around flammable liquids free of any combustible materials
 - c. all of the above
 - d. none of the above

6. Employees have a personal responsibility to?
 - a. report anything that's broken or not functioning properly
 - b. follow up on any safety violations you notice
 - c. read and follow MSDS's
 - d. all of the above

e. none of the above

Answers are below, but do not peek until you complete the quiz.

Self check answer key. How did you do?

1. f. b and d
2. d. U.S. Dept. of Labor under OSHA
3. d. all of the above
4. f. only b and c
5. c. all of the above
6. d. all of the above