



## Small Business Self-Evaluation Checklist: Housekeeping

Good housekeeping is a basic part of accident and fire prevention programs. Effective housekeeping should be an ongoing operation and not a hit-and-miss cleanup done occasionally. Periodic "panic" cleanups can be costly and ineffective in reducing accidents. Housekeeping is more than just sweeping the floor. A good company housekeeping program should keep work areas neat and orderly, maintain halls and floors free of slip and trip hazards, and remove waste materials and other fire hazards from work areas. A good program will also pay attention to important details, such as the layout of the whole workplace, aisle markings, the adequacy of storage facilities, and maintenance.

According to NFPA statistics, trash and rubbish are the material first ignited in roughly 11 percent of the fires occurring in industrial occupancies. Used cardboard cartons and packing and crating materials can accumulate in stockrooms and shipping/receiving areas, increasing the fire load in such areas. To minimize the danger of fire, stock rooms should be tidy and orderly, and trash should be removed to an outside trash dumpster. Storage rooms, trash rooms, inside dumpsters, and similar areas should be separated from other areas by one-hour fire barriers or protected by automatic sprinklers.

This handout provides small business owners a means of identifying potential problem areas that may occur with housekeeping operations. Any question answered "No" should be thoroughly investigated and corrective actions taken.

### Questions

	Yes	No	N/A
Are all worksites clean, sanitary, and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are work surfaces kept dry and appropriate means taken to ensure the surfaces are slip-resistant, such as the use of non-slip mats?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all spilled materials or liquids, hazardous materials, including blood and other potentially infectious materials, cleaned up immediately and according to proper procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is combustible debris and waste removed from the worksite promptly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all regulated waste, as defined in the OSHA bloodborne pathogens standard, discarded according to federal, state, and local regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are accumulations of combustible dust routinely removed from elevated surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are covered metal waste cans used for oily and paint-soaked rags and waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A



- Are all oil- and gas-fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?
- Are paint spray booths, dip tanks, etc., regularly cleaned?
- Are all toilets and washing facilities clean and sanitary?
- Are work areas adequately illuminated?
- Are aisles and passageways kept clear?
- Are aisles and walkways marked and illuminated appropriately?
- Are holes in floors, sidewalks, or other walking surfaces repaired properly, covered, or otherwise made safe?
- Is there safe clearance for walking in aisles where motorized or mechanical materials handling equipment is operating?
- Are materials and equipment stored in such a way that sharp projectiles will not interfere with the walkway?
- Are changes of elevations easily identified?
- Are aisles or walkways that pass near moving or operating machinery, or welding or similar operations, arranged so employees will not be subjected to potential hazards?
- Is adequate headroom provided for the entire length of aisles and walkways?

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