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## **HOUSEKEEPING AND STORAGE PRACTICES**

Slipping hazards, tripping hazards, objects dropping, and objects cutting us - these are everyday problems that are often caused by simple carelessness about housekeeping. Your housekeeping and storage practices have a lot to do with the safety of others in the area as well as your own. Things put on floors and in aisle ways and passages become tripping hazards. Things dropped or spilled, and not cleaned up promptly, become slipping hazards.

When objects are to be put onto shelves, put the heavier or more awkward objects on lower shelves. Heavy objects should never be put on top of cabinets where they may be difficult to reach. Do not put things on window ledges or other places where they can be easily knocked off; especially, never put heavy objects on ledges or places where they may be unstable.

Do not put sharp objects into drawers loosely, where they may cut the hand reaching into the drawer. Box the sharp object instead.

### **Stacking**

When materials are unstable, or knocked over, or are just in the way, they can cause inefficiency, damage to equipment, and injury to employees, volunteers or visitors.

- Stack materials for stability, and for maintenance of aisles and work space.
- Packages and crates piled on one another create unstable piles because the weight of upper packages crushes those below, or because of size differences. Avoid this kind of stacking.
- Store materials to be accessible, so you will not have a problem getting at specific objects in a pile or on a shelf.
- When storage areas become crowded because of seasonal cycles or increases in work flow, take extra precautions to preserve good work space and aisles. Consider floor marking and signs.
- Follow the rules your supervisor gives you on stacking methods, stack height, aisle width, moving materials around the facility, etc.



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### **Have a system**

Establish a good housekeeping system, and make sure everyone knows his and her responsibilities. Once this is done, less effort will be required to keep work areas clean. The housekeeping system can help increase efficiency by eliminating delays in the work flow.

McDonald's is one of the many organizations that has created a great system for keeping the workplace clean, by training employees to clean up continuously during their shift.

Having a system also may keep materials and parts from getting lost or damaged. It makes needed tools, parts, and other materials easier to find.