What?

- Good housekeeping forms part of the general duties assigned to everyone at work
- Good housekeeping is based on a culture of tidiness and cleanliness by everyone on site where each individual makes a point of putting things in their correct place rather than leaving it to someone else to clear up
- This includes the provision of adequate space for safe working and storage arrangements, both around workstations and within the workplace

Why?

- Poor housekeeping results in an unsafe workplace where hazards can cause slips, trips and falls
- It is much easier and safer to walk through a tidy area than pick your way across a floor where things have simply been left lying because someone could not be bothered to put it away or mop it up
- It's in everyone's interest to keep work areas clean and tidy: each individual has to play their part

Do ✅

- ☑ Keep work areas and passages clean and tidy
- ☑ Report poor housekeeping practices e.g. plant rooms and electrical cupboards being used as storage
- ☑ Put waste in the bins or skips provided
- ☑ Coil up cables and hoses when not in use
- ☑ Clean up spills to prevent slips
- ☑ Check litter bins are emptied regularly
- ☑ Store tools safely when not in use
- ☑ Keep fire exits clear at all times
- ☑ Put items back in their correct storage areas

Don't ❌

- ☒ Leave paper or other materials lying on floors, desks or worktops
- ☒ Ignore spills or other items left on floors
- ☒ Leave tools unattended
- ☒ Block emergency exits