

# A Clean Job Site Is a Safe Job Site

Your safety, how much work you get done and whether the job gets finished on schedule can all depend on good housekeeping.



- ✎ Working in messy conditions is distracting, unsafe, unsanitary and against OSHA regulations.
- ✎ Good housekeeping boosts worker morale, promotes safety and encourages professional work habits.
- ✎ Clean, well-maintained job sites are more pleasant, safer places to work.
- ✎ Trying to find tools and materials in a disorderly work area wastes time.
- ✎ Unneeded materials take up available work space and cause workers to get in each other's way.
- ✎ Keeping your work area clean gives you more room to spread out and do a good job.
- ✎ A cluttered work area can cause workers to trip, slip or step on sharp objects.
- ✎ Rags, scrap paper, old rope and dust are fire hazards.
- ✎ Tools stored in their proper places are easier to find.

## USE THE FOLLOWING GUIDELINES FOR KEEPING YOUR JOB SITE CLEAN:

- ✎ Clean up as you go, rather than waiting until the end of the day or week.
- ✎ Separate scrap from usable material and store it in scrap piles.
- ✎ Assign one or two people to be in charge of removing litter before it has a chance to get in the way.
- ✎ Stack materials efficiently to make more space.
- ✎ Take care of any housekeeping problems you see.
- ✎ Send unneeded supplies back to the supply yard immediately.
- ✎ Put things where they belong, rather than piling everything in one place to get it out of the way.
- ✎ Keep work areas, passageways and stairs in and around your site free from scrap lumber, protruding nails, wire, buckets, extension cords, tools and other hazards.
- ✎ Remove garbage, combustible scrap and debris frequently throughout the day.
- ✎ Collect and separate waste, garbage and flammable rags in the appropriate containers.
- ✎ Make sure containers for garbage and other oily, flammable or hazardous wastes have covers.
- ✎ Report unsafe conditions to your supervisor immediately.