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# Housekeeping

Businesses with good housekeeping practices are less likely to have fires, accidents and injuries resulting in fewer business interruptions and a positive impact on profits.

Housekeeping is a very important part of loss prevention. Proper housekeeping provides a safe and efficient workplace for employees and visitors and will leave your customers with a positive impression of your business. A housekeeping program should be incorporated into your regular business practices and be designed to reflect the specific needs of your business. As a general rule, the program should cover three key areas:

1. The facility itself including the layout and design
2. Storage and waste disposal
3. Procedures

Good housekeeping practices become even more important when hazardous activities such as welding (hot work) or spray-painting are performed. Special considerations apply in these circumstances:

- The facility should be designed to segregate hazardous activities from the rest of your operations
- Special waste disposal procedures are required to remove any combustibles or wastes.
- Stringent procedures need to be in place and enforced to ensure employees follow all safety rules.

Housekeeping activities extend to the outside areas. Combustible material, long grass and weeds can be a fire hazard. Poorly arranged equipment could become a liability hazard especially for children who may be attracted to your facility and subsequently become injured.

Poor housekeeping leads to accumulations of debris, significantly contributing to the 'fire load'

on your premises. High 'fire loads' make firefighting difficult and puts your stock and employees in danger.

Employees need to have clear expectations and be properly trained on housekeeping activities. Employers must ensure policies and procedures are established and reviewed periodically. For some activities, daily housekeeping is essential to prevent losses while others can be scheduled on a less frequent basis. Checklists, such as the sample provided here, are a very valuable tool for maintaining standards and should be used where appropriate.

## Housekeeping Checklist

### General Housekeeping

- Aisles should be maintained free of equipment, raw material, and scrap.
- Equipment and machinery should be of a design that allows for easy cleaning and organized to allow for removal of waste.
- Floors should be cleaned daily to prevent the buildup of dust, waste paper, and scrap.
- Smoking should be prohibited in all areas of the facility and "No Smoking" signs posted.
- Proper handling of Flammable and Combustible Liquids including containers, spill handling and any accumulations is vital.



**Knowing your business matters.**

### **Dust Control**

- ❑ All surfaces should be cleaned of any dust over 1/8 in (3.175 mm) in depth, including beams, ceilings, and hidden spaces above equipment.
- ❑ Dust should be picked up using a vacuum system equipped with static reducing devices.
- ❑ Dust producing processes, such as sanding of wood, should be provided with a dust collection system that is equipped with spark detection.
- ❑ Access to dust collection areas should be restricted.

### **Trash**

- ❑ Trash containers should be emptied daily.
- ❑ Trash containers used for packing materials should be store outside, away from the building, in an area designated for such storage.
- ❑ Trash should be separated by type (i.e. wood, paper, oily rags) and placed in non-combustible containers.
- ❑ Waste from packaging, such as shredded paper and plastic, should be removed form the work area daily.

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At Federated Insurance, we believe Loss Prevention is a critical component of your Risk Management Program. Your Risk Services Coordinator together with our Loss Prevention Team is available to assist you in developing a housekeeping program that's right for your business. Working together to reduce your loss exposures protects your bottom line!

For more information, contact your Risk Services Coordinator, our Loss Prevention Department at 1-800-665-1934, or visit our website at [www.federated.ca](http://www.federated.ca)

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