



Good Housekeeping

Training Objectives

This training session will cover the fundamentals of good housekeeping in the workplace. After completing this training session, trainees will be able to:

- Explain the benefits of good housekeeping.
- Recognize the costs of poor housekeeping.
- Identify housekeeping hazards.
- Avoid injuries from housekeeping hazards.
- Prevent workplace fires and accidents.
- Develop good housekeeping habits.

Rationale for Training

There is a direct correlation between a clean orderly workplace and a safe, successful organization. Good housekeeping eliminates accident and fire hazards; maintains safe and healthy working conditions; saves time, money, materials, space, and effort; improves productivity and quality; boosts employee morale; and reflects an image of a well-run organization.

Poor housekeeping, on the other hand, can result in accidents such as slips from wet floors, trips from objects left in walkways and work areas, falls from cluttered stairs and improper ladder use, fire hazards created by piles of combustible materials, chemical hazards caused by improperly managed containers, and machine and electrical hazards caused by a lack of inspection and failure to keep the area around them clear. Therefore, it is important to train your employees on the housekeeping hazards that exist in the facility, how they can prevent injuries and accidents, and the ways they can practice safe housekeeping daily.

Regulatory Overview

Workplace housekeeping rules are featured in various Occupational Safety and Health Administration (OSHA) regulations. For example, OSHA refers to safe housekeeping in several general industry standards, including 29 Code of Federal Regulations (CFR) 1910.22(a) for walking and working surfaces, 29 CFR 1910.106(e)(9) for flammable liquids, and 29 CFR 1910.141(a)(3) for sanitation. There is also a general housekeeping regulation for the construction industry at 29 CFR 1926.25.

In addition, the General Duty Clause of the Occupational Safety and Health (OSH) Act requires employers to provide a workplace free of recognized hazards. Housekeeping hazards clearly fall into the category of “recognized hazards.”



Training Requirements

Your training should emphasize the importance of good housekeeping to workplace safety and health. Training should also make sure that all employees understand housekeeping procedures, as well as their individual housekeeping responsibilities. The training program should contain, at a minimum, the following elements:

- Benefits of good housekeeping
- Costs of poor housekeeping
- Housekeeping responsibilities
- Good housekeeping habits
- Common housekeeping hazards
- How to eliminate housekeeping hazards and prevent accidents

Trainer qualifications. The person conducting the training must be knowledgeable in the subject matter covered by the elements contained in the training program and as it relates specifically to the workplace that the training will address.

Audience. Training is recommended for all employees.

Training frequency. Employees should receive good housekeeping training when they are hired and periodically thereafter. Retraining should take place whenever accidents or declining housekeeping standards indicate that employees are not following safe housekeeping requirements.

Delivery method and format. Trainers may use hands-on demonstration, classroom, and any other method of training that leads to comprehension and understanding of the topic. There should be an opportunity for interactive questions and answers with the person conducting the training session.

Trainee evaluation and approval. Measures of training effectiveness can be performance-based (observed behavior), by written or oral test, or a combination.

Recordkeeping. Training records should be kept showing when the training was held, what was covered, who gave the training, the trainer's qualifications, and who attended.

Supporting Documents

Download the following documents from the BLR® portal to use with the training presentation:

- Download the Speaker's Notes to help deliver the presentation.
- Distribute the Handout and Exercises before or during the session to reinforce the training.
- Give trainees the Quiz, and place the results in each trainee's personnel file.
- Distribute the Certificate to successful trainees as proof of completion of training (optional).
- Distribute the Evaluation Form to employees, and collect the completed forms (optional).
- File one copy of the Attendee Sign-In Sheet and the Training Record for each employee.