

The weekly safety meeting is intended to be conducted by the supervisor or lead in their small group(s). This guide contains everything that is needed to conduct a meaningful small group safety meeting. This contains the following:

- Meeting Notice
- Leaders Guide
- Employee Handout, Quiz and Puzzle
- Meeting Sign-In Sheet

Weekly safety meetings are not optional and must be conducted each week. If an employee is absent from the training – it is the responsibility of the supervisor or lead to conduct a make-up session to ensure that all employees have been trained. Training records (meeting sign-in sheets) must be turned in to the Plant Manager each week.

PRIOR TO THE WEEKLY MEETING:

- Post the meeting notice in your area where your employees will see
 it
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)

AT THE SAFETY MEETING:

- Pass around the meeting sign-in sheet ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out, quiz and puzzle
- Conduct the meeting keep the meeting simple
- Encourage discussion and questions



WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER HOUSEKEPING

SHIFT: _		
TIME: _		
DATE.		
DATE: _		
PLACE:		
•		



Leaders Guide

PROCEDURE REFERENCE:

6.0 SAFETY AND HOUSEKEEPING INSPECTION

MEETING OBJECTIVE:

Good housekeeping practices and safety go hand in hand. In this meeting, you're going to remind employees of the importance of keeping their work area neat and clean. The purpose of the meeting is to focus their attention on general housekeeping hazards – as well as on problems specific to their department – and suggest precautions and procedures to prevent these hazards from causing accidents.

MEETING PREPARATION:

Read the Signature procedure, understand the contents, and ensure compliance.

Tour your facility and write down and/or photograph the housekeeping hazards you uncover. Bring this information with you to the meeting.

Review the employee handout to see if there are any other materials you wish to bring to the meeting.

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.

MATERIALS CHECKLIST:

List and/or photographs of department housekeeping hazards. Flip chart and marking pens

MEETING

INTRODUCTION

"Your mother doesn't work here, so please clean up after yourself." Signs to remind employees not to leave a mess for others to deal with. Encouraging employees to follow good housekeeping practices isn't only about being neat, clean and considerate of others – it's also a serious safety issue. If there were any questions about that, one need only read OSHA's rule of "housekeeping", which starts out with the blunt statement, "All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition". There is no room for exceptions in a rule like that.



Leaders Guide

Housekeeping is a safety concern that is often overlooked or taken for granted. But far too many accidents happen because people didn't keep their work areas neat and clean. Poor housekeeping also increases the dangers when evacuating the workplace in an emergency. Housekeeping isn't something to be swept under the rug. It is a legitimate and important safety issue.

In one recent year, OSHA issued more than 1,100 citations for violations of Subpart D ("Walking and Working Surfaces"), which includes the housekeeping rules. Penalties for these violations totaled more than \$550,000. Enforcing good housekeeping practices helps encourage employees to maintain alertness to hazards and a good "safety attitude."

Question: Why is housekeeping important?

Answer: Poor housekeeping frequently causes accident such as...

Trips caused by loose objects on floors, stairs, and platforms

Slips caused by wet, greasy, or slippery floors Bumps caused by protruding or misplaced objects

Punctures and scratches caused by protruding hooks, nails, and rods

Question: What are some other common housekeeping hazards?

Answer: Tools and supplies left on the ground; materials stored haphazardly

Fire extinguishers or exits blocked by stacked materials

Oily or flammable rags left near hear sources

Show the photographs and/or read the list of housekeeping hazards you made for the meeting. Tell employees that small messes pose as great a

hazard as large one.

Question: How can we prevent housekeeping hazards like these in the future?

Answer: Work areas: Avoid unnecessary clutter.

Machines and equipment: Avoid crowding; use racks and containers for tools, jigs, and work in process; see that equipment is cleaned and oiled

on schedule.



Leaders Guide

Aisles and passageways: Keep free of material, scrap, and finished goods that might impede traffic or create a tripping hazard.

Floors and working surfaces: Clean up spills immediately; patch or barricade holes in flooring; sweep and vacuum regularly.

Storage: When you are through with an item, return it to its proper place.

Employee facilities: Keep personal belongings in lockers; use trash receptacles.

Explain the proper procedure for reporting housekeeping problems.

Question: How does ergonomics and housekeeping work together?

Answer: Good housekeeping can also protect your ergonomic health. One of the

basic principles of an ergonomically friendly workstation is to keep the items you use most frequently within arm's reach. Other items can be put in drawers or elsewhere. Setting up your workstation with this in mind not only keeps you organized but prevents you from having to stretch or twist

to reach frequently used items.

Question: How does storage and housekeeping work together?

Answer: Good housekeeping also means proper storage. When putting items on

shelves or in stacks, keep in mind that it is best to store the heaviest items low to the ground. This way, they can be easily picked up and moved with a cart, dolly or forklift. Heavy items that are to be manually lifted should be stored at about waist height. This prevents the need to bend over or reach overhead to lift those items. When putting items away, remember that items should be lifted and carried within the "power zone". Similar to the strike zone in baseball, the power zone is the area between the knees

and the shoulders, close to the body.



Leaders Guide

Question: How does proper housekeeping protect you from fires?

Answer: Proper housekeeping can also protect you from fires. It is important to

note that fire needs three things in order to flourish: fuel, oxygen and an ignition source. Oxygen is always present. Allowing trash and debris to

accumulate adds fuel to the mix. This is inviting a fire.

Chemicals are another common source of fire. They must always be stored properly. Check the chemical label and material safety data sheet to determine whether the storage location for any chemical you use is

appropriate.

SUMMARY:

All too often we tend to take housekeeping for granted and let things slide by. But that's when accidents happen. Safe housekeeping requires that each one of us be constantly on the lookout for hazards and take the necessary action to eliminate or control them. Practice the simple procedures we've talked about today, and we'll all be a lot safer.

EMPLOYEE HANDOUT

- A. Employee Handout
- B. Employee Quiz
- C. Employee Puzzle



Housekeeping in the workplace helps keep you safe from falls, fires and many other hazards. And it isn't always up to the cleaning and maintenance crew either.

How does your workplace stack up against the following housekeeping standards?

- Are floors clean and free of water, mud, ice, grease, oil, waste and clutter?
- Are leaks and spills cleaned up properly?
- Are traffic areas clear and free of obstacles such as cords, air hoses or boxes?
- Are exits and stairs clearly marked?
- Are garbage cans utilized and emptied regularly.
- Are unused materials disposed of or stored safely rather than being allowed to accumulate in out of the way places?
- Are stored materials safely stacked, correctly labeled, and in proper order?
- Are stairways and doorways kept clear and well-lighted?
- Are only ragged stowed in approved covered metal cans?
- Are hazardous materials kept in clear and correctly labeled authorized containers away from sources of ignition or other hazards?
- Are flammable materials stored away from sources of ignition?
- Are machines and tools kept clean, free of oil and dust, and properly maintained to prevent fires and accidents?
- Are tools cleaned and put away immediately after use?
- Are workstations left clean at the end of each shift?
- Are equipment and other surfaces checked regularly for jagged edges, rough surfaces, dangerous nails and hooks, all of which could cause cuts, puncture wounds or eye injuries?
- Are chairs and stools correctly placed to prevent tripping incidents? Are they in good repair and when damaged are they removed so they will not be used accidentally?
- Are drawers and cabinet doors kept closed to prevent both tipping and tripping incidents?
- Is smoking done only in designated areas and are ashtrays used?
- Are lunch areas kept clean by putting lunch scraps where they belong?
- Are washrooms kept clean and dry?
- Is a procedure in place to report and monitor any safety hazards or other problems as soon as they arise.

These are only some of the housekeeping guidelines that will help keep your workplace safe from falls, fires, and many other hazards.

Everyone must contribute to keeping things orderly, clean, in good repair and safe!

HOUSEKEEPING Meeting Sign-In Sheet

METING DATE:	LOCATION:		
SHIFT:		CONTENTS OF MEETING:	☐ Handout ☐ Video
			☐ Other ☐ Guest Speaker
MEETING CONDUCTED BY:			Opeaner
GUEST SPEAKER (if applicable)	:		
ATTENDEES: NAME (Print)	SIGNATURE	NAME (Print)	SIGNATURE
1		16	
2			
3			
4			
5			
6			
7			
8		23	
9		24	
10		25	
11		26	
12		27	
13		28	
14		29	
45		20	



Employee Quiz

Answer the following questions to see what you know about the link between housekeeping and workplace safety and health.

- 1. How can you do your part to keep restrooms clean and why is this important?
 - a. If you spill water, clean it up
 - b. If there is a plumbing problem, report it immediately
 - c. a and b
- 2. Straightening up your work area is something you only need to do once a week or so.

True or False

- You should make sure that tools and equipment are clean and in good working condition before you use them each time.
 True or False
- 4. You can safely store food or drink in a refrigerator that contains hazardous substances as long as everything has been clearly marked.

 True or False
- 5. What does PPE stand for?
 - a. Private Property Entry
- c. Professional Property Evaluation
- b. Personal Protective Equipment d.
- d. Primary Performance Estimation
- 6. Do you store items in aisles or walkways? Yes or No
- 7. If an employee entrance is slick, what do you do?
 - a. Run through it

c. Call your cousin and tell them

b. Report it

d. Do nothing



HOUSEKEEPING Employee Puzzle

Unscramble the words.		
1. GSOHPKNEEIUE	6. SPTRI	
2. RLFOSO	7. KRLOSEC	
3. CNAEL	8. AZDIOGNER	
4. YAIARTSN	9. SPRPYLIE	
5. ZASHDRA		



Employee Quiz Answers

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HOUSEKEEPING Employee Puzzle Answers

Unscramble the words.

1. GSOHPKNEEIUE	HOUSEKEEPING	6. SPTRI	<u>TRIPS</u>

2. RLFOSO <u>FLOORS</u> **7.** KRLOSEC <u>LOCKERS</u>

3. CNAEL <u>Clean</u> 8. Azdiogner <u>Organized</u>

4. YAIARTSN <u>SANITARY</u> 9. SPRPYLIE <u>SLIPPERY</u>

5. ZASHDRA <u>HAZARDS</u>