

## Housekeeping – Big Benefits for Small Cost

A well-organized and clean operation lowers production costs by making it easier to focus on value-added production work. It also reduces non-productive time spent searching for material and tools and makes better use of floor space. A clean operation reduces non-value-adding tasks like emergency cleanup work, time spent looking for material, and forklifts having to drive around clutter. It can also reduce costs from damaged material.

A well-organized workplace provides significant safety benefits by reducing fall hazards, improving material handling manually or with equipment, and providing more space for forklifts to operate in relation to people. Without these safety precautions, any workplace can contribute to serious injuries.

It doesn't take much to prevent many workplace accidents caused by poor housekeeping and material out of place. Everyone can play a role. It takes little time to help keep work areas safer and easier for everyone to operate in.

- Contribute ideas for reducing waste or improving how waste is handled. People who deal with waste regularly often have ideas on how to control waste or clutter.
- Clean up during the day as time allows instead of waiting until the end of the day. If you notice that material is building up in some areas, consider the cause and ways it can be reduced.
- Evaluate floor space and equipment layout to determine if it can be improved. This benefits housekeeping measures by providing more space in work areas and reduces the amount of material that needs to be staged.
- Return tools to marked boards or areas instead of leaving them lying around. Keep everything in its proper place to stay organized and reduce fall hazards.
- Pick up and return all other items, cords, and hoses to their proper place. Don't leave them on the floor where someone can trip over them.
- Maintain forklifts and equipment to minimize spills of oil or other potential contaminants.
- Do not allow employees to eat, drink, or smoke in the work area, not only because of litter problems, but also because of hygiene concerns. Designated break areas should be used.