



Housekeeping & Workspace Organization

TOOLBOX TALK: Housekeeping & Workspace Organization

RATTLIR Safety Series – “Strike Before It Bites”

Purpose

Effective housekeeping and workspace organization are essential for maintaining a safe, efficient, and productive work environment. Many workplace injuries – including slips, trips, falls, fires, and chemical incidents – can be prevented simply by maintaining clean and orderly work areas.



Essential Housekeeping Practices

- Keep walkways, aisles, and emergency exits clear at all times.
- Remove debris, packaging materials, and waste promptly.
- Ensure tools and materials are returned to proper storage after use.
- Secure cords, hoses, and cables to prevent tripping hazards.



Housekeeping & Workspace Organization

- Clean up spills immediately and mark the area until dry.
- Maintain proper lighting in all work areas.
- Do not block fire extinguishers, electrical panels, or safety showers.

Workspace Organization Tips

- Designate specific locations for tools, materials, and PPE.
- Use labeling systems to identify storage areas clearly.
- Keep high-traffic and high-risk areas free from clutter.
- Implement 5S practices: Sort, Set in Order, Shine, Standardize, Sustain.
- Store heavier items on lower shelves to reduce strain and drop hazards.
- Use carts, racks, and bins to keep work surfaces free and organized.

Inspection & Accountability

- Conduct regular housekeeping inspections as part of daily tasks.
- Assign ownership of specific areas to ensure consistent upkeep.
- Document issues and take immediate corrective action.
- Ensure visitors and contractors follow on-site housekeeping rules.
- Reinforce good housekeeping through training and positive feedback.

Emergency Response

- Report and clean spills or obstructions immediately.
- Remove unnecessary materials that could fuel a fire.
- Ensure emergency routes remain unobstructed at all times.
- Notify supervision of any hazards that cannot be corrected immediately.

Discussion Questions

- Are walkways and emergency exits clear?
- Are tools and materials stored properly?
- Are any spills, clutter, or obstructions present today?

RATTLIR Takeaway

Good housekeeping is not an afterthought—it is a key part of safety. Maintaining a clean, organized workspace helps prevent injuries, improves productivity, and ensures we strike before it bites.