



SAFETY BULLETIN

Housekeeping

Who needs to read this?

All Curtin staff

Background

An important component of ensuring the health, safety and welfare of all individuals while at work includes good housekeeping practices. Poor housekeeping can contribute to hazards which can lead to incidents and injuries in the workplace.

Good housekeeping practices must be followed by all personnel to reduce the likelihood of any incidents and injuries in the workplace.

Information

Good housekeeping practices include but are not limited to the following practices:

- Work areas, storage areas and amenities will be kept and maintained in a clean and hygienic manner;
- Fire escapes, other doors, stairwells, aisles, walkways, corridors and other means of access and egress are to be kept clear and unobstructed at all times;
- Safety signs, fire extinguishers/hoses and emergency exits must never be obstructed;
- Portable equipment is to be returned to appropriate storage facilities after use. Material stored in open areas shall be stored in a tidy manner and in appropriate containers. Material or tools removed from their storage should be returned upon completion of the task for which they were removed;
- All spills must be cleaned up immediately and cleaning material disposed of correctly;
- Kitchens should be kept tidy and clean. Spills should be cleaned immediately. Microwave ovens and other cooking facilities should be cleaned after use as appropriate;
- Bathrooms should be kept tidy and monitored to ensure they are so. When cleaning is required this should be reported to the appropriate person, and all cleaning should be undertaken by



persons utilising appropriate PPE;

- Electrical cords, hoses and pipes are not to be placed in areas or used in such a way where they may be subjected to damage or cause a trip hazard;
- Personal protective equipment shall be maintained in good working order. When not in use, personal protective equipment is to be stored in a clean and hygienic manner;
- All rubbish should be disposed of as soon as possible and placed in correct bins.

Recommendations

By looking actively for hazards we can identify them, report them and ensure that controls are put in place as part of a safe place of work.

Housekeeping is the responsibility of all employees at all times.

Who do we call with questions?

If you have any queries, please contact Health and Safety on 9266 4900 or email healthandsafety@curtin.edu.au.

References

<http://www.worksafe.com.au>

Code of Practice – Managing the work environment and facilities

[Image] http://www.safetyphoto.co.uk/photo1/bad_office/bad_offices.jpg

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