Housekeeping practices are among the easiest and most visible safety actions you can take in the workplace. An orderly and clean environment is the starting point for preventing slips, trips, and falls and other common causes of injuries.

- **Make time for housekeeping tasks**
  Set aside a little time during each workday and at the end of your shift for housekeeping.

- **Evaluate your workspace**
  Look for slip, trip, and fall hazards, fire hazards, machine hazards, cut hazards, etc. before starting work.

- **Remove those hazards**
  Clean up spills. Put away tools and electrical cords you don't need. Close drawers. Clean up waste materials and dispose of them properly.

- **Don't leave equipment running**
  When you leave the work area, turn machinery off and clean up so it’s ready for the next time it’s used.

- **Clean up as you go**
  Put tools and equipment away when you are through with them. Waiting until the end of the shift exposes you and others to trip hazards all day.

Housekeeping is "maintained" not "achieved." Cleaning and organization must be done regularly and should be integrated into the job itself, not just as an afterthought.