



SEPT 2024 OSHA HOUSEKEEPING & SAFETY



Good Housekeeping is a Good Safety Practice.

OSHA regulations covering housekeeping are:

- ❑ 29 CFR 1910.141(a)(3)
- ❑ 29 CFR 1910.22(a)
- ❑ 29 CFR 1910.106(e)(9)
- ❑ 29 CFR 1910.176.B

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- All Personal Protective Equipment must
 - fit and employees must be trained in
 - them before use.



SAFETY WITH SHARP OBJECTS



SAFETY WITH SHARP OBJECTS

- Keep scissors sharpened
- Use proper scissors for the job being done
- Do not try to catch falling scissors
- Carry scissors with the blades closed



- Hand scissors to someone with the handle facing them

- If you cut yourself, wash the wound thoroughly under cold water
- If the wound is shallow and the bleeding stops, dry the skin around it with a paper towel/clean cloth
- If available, put an “infection prevention” cream/spray on the wound
- Cover the wound with a sterile bandage to keep the wound shielded and clean



CUTS

- To stop bleeding if the wound is deep:
 - Apply pressure
 - Raise the wound site above the heart
 - Seek medical attention a.s.a.p.



USE PROTECTIVE EQUIPMENT

- Always wear Protective gloves when cleaning:
 - Latex (or non-latex if you are allergic)
 - Rubber
 - Nitrile
 - NOT Leather or Cloth
 - “Surgical” Mask – if bodily fluids are wet
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- Long Sleeve Shirt/Long Pants – if bodily fluids are wet



SYRINGES/NEEDLES

- Do not place hands directly in trash cans/containers
- When emptying trash cans keep bag away from body
- If you find a syringe/needle: treat as if it's used
- Only handle syringe by "barrel" *never* by needle
- Place in puncture resistant container (OSHA requires special red colored containers)
- Do not throw syringes/syringe disposal containers into dumpsters



REPORT ON THE JOB INJURIES

- Report any on the job injuries to your Supervisor as soon as possible, and make sure an injury report is completed a.s.a.p.

Download the G-SAFE APP



PREVENTING SLIPS, TRIPS & FALLS



TWO TYPES OF FALLS

- On same level: high frequency, low severity



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- From elevations: low frequency, high severity



CAUSES

- Wet, slippery, oily floors/stairs
- Loose irregular surfaces such as rocks

- Insufficient light
- Uneven walkways or sidewalks



CAUSES

- Shoes with slick soles or raised heels
- Moving too fast
- Carrying items (impair balance, obstruct vision)
- Objects on the floor (e.g. paperclips, food)



CAUSES

- Poor housekeeping
 - Loose handrails
 - Uncovered/unguarded pits/floor openings
 - Improper ladder usage
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CAUSES

- Shifting floor tiles
- Not watching while walking/moving
- Spilled liquids
- Cords across walkways



WHAT TO DO?

Prevent!

Prevent!

Prevent!

Prevent!

PREVENTION - WHAT TO DO

Four Steps:

(1) Find the problem/hazard

(2) Check it out

(3) Fix it

(4) Look at it again

STEP 1 – FIND THE PROBLEM

- Is the area wet, slippery, or cluttered?
- Are employees moving too quickly?
- Is the area poorly lit?
- Are stairs steep or in poor condition?



ANY PROBLEMS HERE?



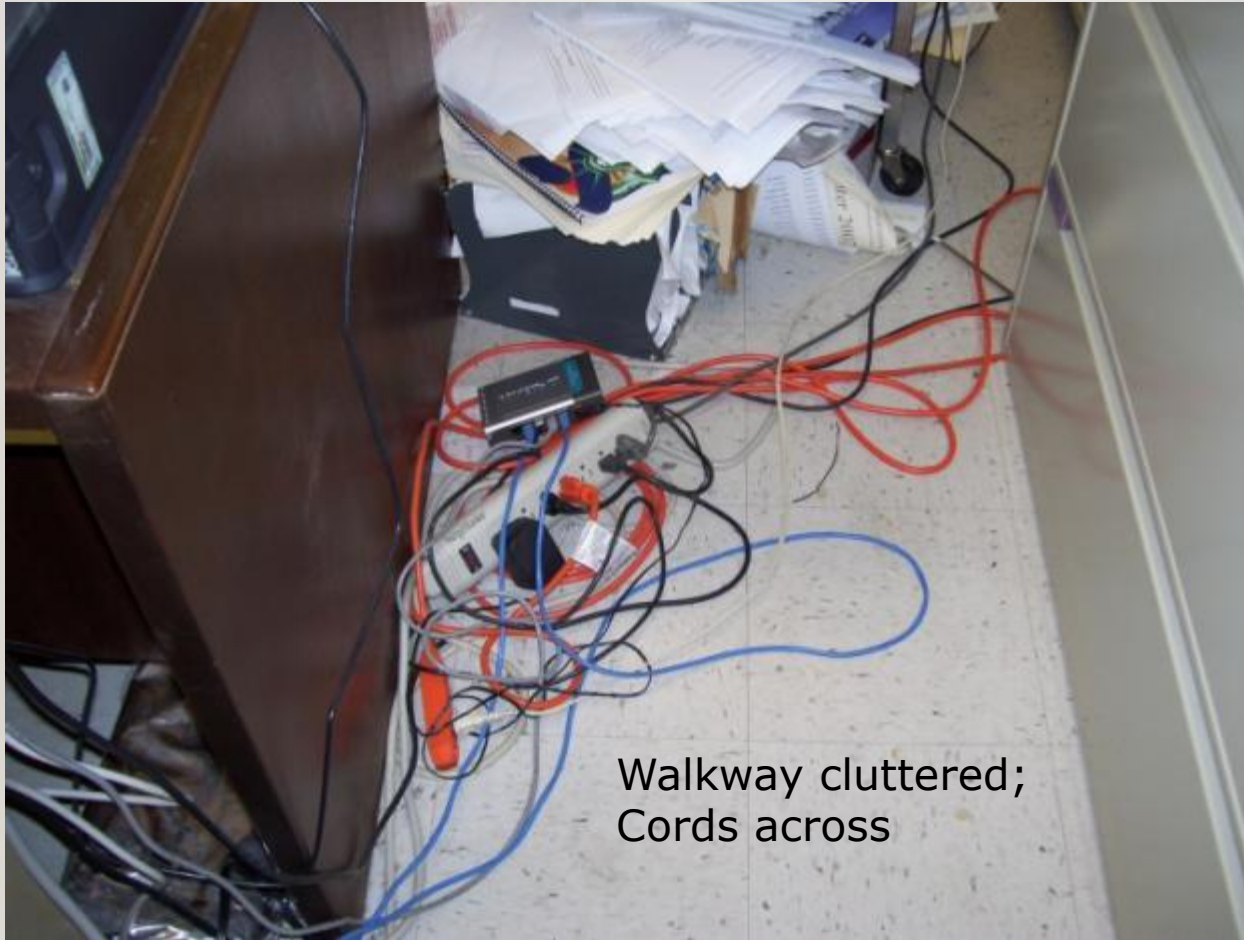
Exit/Walkway Cluttered;
More Lighting Needed

STEP 1 (CONTINUED)

- Are handrails present?
- Are there unguarded edges/openings?
- Does layout make a slip, trip, fall situation?
- Are there cords across the walkway?



WHAT ABOUT THIS?



Walkway cluttered;
Cords across

STEP 2 – CHECK IT OUT

- Is the problem area near moving machinery or is the area high traffic?
 - Is the area properly lit?
 - Are employees wearing proper footwear?
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WHICH IS SAFER FOR WORK?



These shoes are much safer!



STEP 2 (CONTINUED)

- Are “wet floor” signs in place?
- Are floors being mopped ½ at a time?
- Is walking surface more slippery due to its construction?
- Is area outside and subject to weather?



STEP 3 – FIX IT

- If possible, eliminate or control the hazard immediately (e.g. having spills wiped up)
 - If not possible, take steps to alert people and then determine what can be done to eliminate or control the hazard
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HAZARD ALERT



If unable to fix quickly,
alert people!



STEP 4 – LOOK AT IT AGAIN

- Ensure the hazard/problem was repaired, eliminated, or controlled
- Does the area have to be checked periodically to ensure the hazard/problem does not return?
- Determine if any training is required for affected employees
- Should appropriate signage be posted?

PREVENTIVE MEASURES

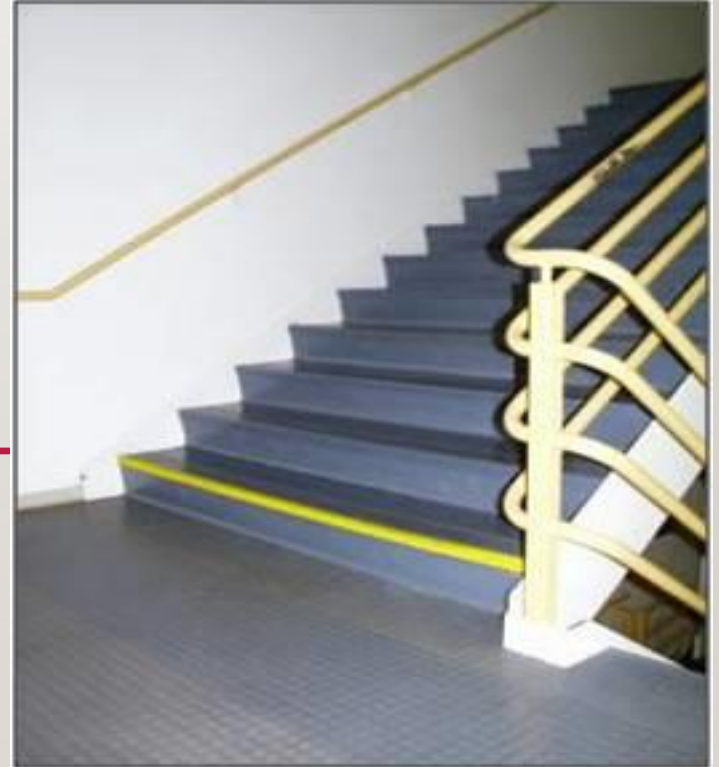
- Install non-slip tape or “grip cleats” on stairs
- Have one hand free and use handrails when walking up or down stairs
- Store objects on shelves or in cabinets, not in aisles/walkways
- Don't run while working
- Ensure aisles/walkways are kept clear and unobstructed



STAIR SAFETY



Non-slip threads on stair edges



Reflective edging on last step

PREVENTION

- Wear proper footwear and don't run or move quickly while walking
- Have leaks/spills cleaned up quickly
- Place "caution tape" on uneven/drop-off areas
- Develop and put into place a ladder safety and inspection program



WEARING PROPER FOOTWEAR

Wear shoes with slip-resistant soles or traction devices when walking or working on surfaces that are wet, greasy, icy, or otherwise slick



No footwear has anti-slip properties for every condition – select the proper type of footwear for the work conditions and the type of flooring or walking/working surface



Slip-resistant traction devices for snow and ice that fit over the soles



PREVENTION

- Have “wet floor” signs posted where necessary
- Thoroughly investigate all slips, trips, and falls
- Apply “non-skid” coating or place “non-skid strips” in areas where floors are likely to be slippery or wet
- Report hazardous situations as soon as possible



PREVENTION

- Pick up objects that have fallen on the floor (e.g. food, paper clips, etc.)
- Have carpets, rugs, and mats secured to the floor, and tape down raised ends
- Always close file cabinet drawers
- Do not place delivery carts in the middle of an aisle or walkway

FALLING PROPERLY

IF YOU DO FALL, YOU CAN REDUCE THE CHANCE OF SERIOUS INJURY IF YOU:

- ROLL WITH THE FALL; DON'T REACH OUT. LET YOUR BODY CRUMPLE AND ROLL
- BEND YOUR ELBOWS AND KNEES AND USE YOUR LEGS AND ARMS TO ABSORB THE FALL
- GET MEDICAL ATTENTION AFTER A FALL TO TREAT ANYTHING TORN, SPRAINED, OR BROKEN

WHAT MAY HAVE HAPPENED?



- Running down stairs?
 - Not using handrail?
 - Shoelaces untied?
 - Object on stairs above?
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REPORT SAFETY CONCERNS, COMPLAINTS & SUGGESTIONS TO SAFETY AND RISK MANAGEMENT DEPARTMENT



- Call 318-274-3443
- Email safety@gram.edu