



Small Business Self-Evaluation Checklist: Housekeeping

Good housekeeping is a basic part of accident and fire prevention programs. Effective housekeeping should be an ongoing operation and not a hit-and-miss cleanup done occasionally. Periodic "panic" cleanups can be costly and ineffective in reducing accidents. Housekeeping is more than just sweeping the floor. A good company housekeeping program should keep work areas neat and orderly, maintain halls and floors free of slip and trip hazards, and remove waste materials and other fire hazards from work areas. A good program will also pay attention to important details, such as the layout of the whole workplace, aisle markings, the adequacy of storage facilities, and maintenance.

According to NFPA statistics, trash and rubbish are the material first ignited in roughly 11 percent of the fires occurring in industrial occupancies. Used cardboard cartons and packing and crating materials can accumulate in stockrooms and shipping/receiving areas, increasing the fire load in such areas. To minimize the danger of fire, stock rooms should be tidy and orderly, and trash should be removed to an outside trash dumpster. Storage rooms, trash rooms, inside dumpsters, and similar areas should be separated from other areas by one-hour fire barriers or protected by automatic sprinklers.

This handout provides small business owners a means of identifying potential problem areas that may occur with housekeeping operations. Any question answered "No" should be thoroughly investigated and corrective actions taken.

Questions

	Yes	No	N/A
Are all worksites clean, sanitary, and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are work surfaces kept dry and appropriate means taken to ensure the surfaces are slip-resistant, such as the use of non-slip mats?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all spilled materials or liquids, hazardous materials, including blood and other potentially infectious materials, cleaned up immediately and according to proper procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is combustible debris and waste removed from the worksite promptly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all regulated waste, as defined in the OSHA bloodborne pathogens standard, discarded according to federal, state, and local regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are accumulations of combustible dust routinely removed from elevated surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are covered metal waste cans used for oily and paint-soaked rags and waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A



- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Are all oil- and gas-fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are paint spray booths, dip tanks, etc., regularly cleaned? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all toilets and washing facilities clean and sanitary? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are work areas adequately illuminated? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are aisles and passageways kept clear? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are aisles and walkways marked and illuminated appropriately? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are holes in floors, sidewalks, or other walking surfaces repaired properly, covered, or otherwise made safe? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there safe clearance for walking in aisles where motorized or mechanical materials handling equipment is operating? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are materials and equipment stored in such a way that sharp projectiles will not interfere with the walkway? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are changes of elevations easily identified? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are aisles or walkways that pass near moving or operating machinery, or welding or similar operations, arranged so employees will not be subjected to potential hazards? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is adequate headroom provided for the entire length of aisles and walkways? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COPYRIGHT ©2009, ISO Services, Inc.

CH-50-91 6/26/09

The information, suggestions and recommendations contained herein are for general informational purposes only. This information has been compiled from sources believed to be reliable. Risk Consulting Services do not address every possible loss potential, law, rule, regulation, practice or procedure. No warranty, guarantee, or representation, either expressed or implied, is made as to the correctness or sufficiency of any such service. Reliance upon, or compliance with, any recommendation in no way guarantees any result, including without limitation the fulfillment of your obligations under your insurance policy or as may otherwise be required by any laws, rules or regulations. No responsibility is assumed for the discovery and/or elimination of any hazards that could cause accidents, injury or damage. The information contained herein should not be construed as financial, accounting, tax or legal advice and does not create an attorney-client relationship.

This document is not intended to replace any recommendations from your equipment manufacturers. If you are unsure about any particular testing or maintenance procedure, please contact the manufacturer or your equipment service representative.

American International Group, Inc. (AIG) is a leading global insurance organization. AIG member companies provide a wide range of property casualty insurance, life insurance, retirement solutions, and other financial services to customers in more than 80 countries and jurisdictions. These diverse offerings include products and services that help businesses and individuals protect their assets, manage risks and provide for retirement security. AIG common stock is listed on the New York Stock Exchange. Additional information about AIG can be found at www.aig.com | YouTube: www.youtube.com/aig | Twitter: @AIGinsurance www.twitter.com/AIGinsurance | LinkedIn: www.linkedin.com/company/aig. These references with additional information about AIG have been provided as a convenience, and the information contained on such websites is not incorporated by reference into this document.

AIG is the marketing name for the worldwide property-casualty, life and retirement, and general insurance operations of American International Group, Inc. For additional information, please visit our website at www.aig.com. All products and services are written or provided by subsidiaries or affiliates of American International Group, Inc. Products or services may not be available in all countries and jurisdictions, and coverage is subject to underwriting requirements and actual policy language. Non-insurance products and services may be provided by independent third parties. Certain property-casualty coverages may be provided by a surplus lines insurer. Surplus lines insurers do not generally participate in state guaranty funds, and insureds are therefore not protected by such funds.

© American International Group, Inc. All rights reserved.