



# Good Housekeeping

## Complete Safety Reference Guide

Good housekeeping is not just about appearances. A clean, organized facility directly prevents slips, trips, burns, fires, and injuries every single shift. This guide covers everything your team needs to know to practice safe housekeeping daily.

### WHY HOUSEKEEPING MATTERS

|                                |                                                                                                                                      |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Fire Prevention                | Combustible dust thicker than 1/8" (the width of a paper clip) can become explosive. Keep all surfaces swept and clean.              |
| Electrical Safety              | Extension cords must never be used as permanent wiring. Route cords away from walkways to prevent trips and electrical damage.       |
| Spill Prevention               | Chemical drums must be stored upright on spill containment. Oily materials go in proper containers, never in the compactor.          |
| Slip, Trip and Fall Prevention | Walking surfaces must be kept clear. Pallets should never lean against walls, and debris must be cleared from floors and under mats. |

### DAILY HOUSEKEEPING RULES

#### Aisles and Walkways

- Keep all emergency equipment, aisles, and doorways clear at all times.
- Do not lean pallets against walls or leave excessive debris on floors or steps.
- Clean underneath floor mats regularly.
- Cords and hoses must be hung in designated areas when not in use.
- Avoid stringing extension cords across aisles or hallways.

#### Chemical and Material Storage

- Store drums upright with like chemicals together.
- All open drums in process must be on spill containment.
- Empty drums must be cleaned and capped before storage.
- Place oily materials in proper containers. Do not discard in the compactor.
- Blades must be covered when transported or not in use. No loose blades on tables or in toolboxes.



## Common Areas

- Clean up after yourself in restrooms, break rooms, and the cafeteria.
- Do not leave trash or food on break room tables.
- Flush toilets and place paper towels in trash cans in restrooms.
- Report cleaning needs when you identify them.
- Do not hang personal belongings from machines or store them in machine side cabinets.

## COMBUSTIBLE DUST: A HIDDEN HAZARD

Any dust on a surface must not exceed 1/8 of an inch in thickness, roughly the width of a standard paper clip.

### Why it matters

- Any combustible material can burn rapidly when in finely divided form.
- Dust suspended in air at the right concentration can become explosive.
- This applies to many materials that seem harmless, including some normally considered noncombustible.

**REMEMBER: Everything has a place and there is a place for everything.**

## SHIFT HOUSEKEEPING CHECKLIST

Use this checklist at the start and end of each shift. Print and post at your workstation.

### START OF SHIFT

- ☐ Aisles and emergency exits are clear and unobstructed
- ☐ No loose blades on tables or in toolboxes
- ☐ Cords and hoses are properly stored or routed safely
- ☐ Chemical drums are upright and on spill containment
- ☐ Floors and walkways are free of debris
- ☐ Floor mats are flat, clean, and checked underneath



## END OF SHIFT

- ☐ Work area cleaned and returned to proper condition
- ☐ Personal belongings removed from machines and work surfaces
- ☐ Any spills cleaned up and reported if needed
- ☐ Combustible dust levels are within limits (less than 1/8" thick)
- ☐ Oily materials disposed of in proper containers
- ☐ Common areas left clean and tidy

## REPORTING

### See a hazard? Report it immediately.

- Report damaged or missing equipment to your supervisor immediately.
- Report any cleaning or maintenance needs when you identify them.
- Do not wait for someone else to fix a hazard you can see.

This document is part of the Meat Institute Worker Safety Series, supporting Reporting Metric A4: Supervisors lead safety huddles and toolbox chats regularly with hourly workers.

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