

VILLAGE OF BLOOMINGDALE
GENERAL HOUSEKEEPING GUIDELINES

I. INTRODUCTION

The basic rule of good housekeeping is that individuals are responsible for themselves and responsible to their co-workers. The National Safety Council lists slips, trips and falls as the most common cause of injuries in the office. In fact, office workers are twice as likely to be injured in a fall as workers outside the office environment. Falls happen so suddenly many people are unable to react in time to prevent serious injuries. But with proper housekeeping, employees can reduce the risk to themselves and their co-workers.

II. GENERAL HOUSEKEEPING

A. Trip Hazard

1. Report defective flooring, (i.e. ripped or loose carpet, chipped tiles, etc.) that could become trip hazards to your supervisor.
2. Pick up dropped pencils, paper clips and rubber bands.
3. Never carry anything that obscures your vision.
4. Wear stable shoes with non-slip soles.
5. Keep all aisles, stairways, passageways, and exits from buildings free from obstruction at all times.
6. Clean up all grease and water spills immediately, whether you caused them or not. When clean-up cannot be done immediately, notify a supervisor. The supervisor should have the area appropriately guarded, signed, or roped off.
7. Report to your supervisor areas that are inadequately lit. These include work areas, hallways, stairways, storage areas, rest areas, areas immediately surrounding the building and parking lots.
8. Snow shall be removed from all sidewalks and exterior stairways around buildings as soon as possible. In the event that the snow cannot be quickly removed, the area should be sanded, salted, or roped off.
9. Arrange desks, tables, etc., so that electrical and telephone cords and outlets do not present a tripping hazard. No loose carpets. Keep floors free of tripping hazards.

B. Work Area

1. Maintain all tools, equipment, machinery assigned in a clean and safe manner.
2. Return tools and equipment to their proper place after use.

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3. Lay out air and water hoses, extension cords, ladders, pipes, tools, etc., so as to keep yourself and others from tripping over them and to keep a clear path for traffic.
4. All work and storage areas shall remain clean, sanitary, orderly, and adequately illuminated.
5. Clean up areas that generate large quantities of trash and debris at the end of each workday and/or shift.
6. Emergency phone numbers must be posted in appropriate locations.

C. Storage

1. Storage of material shall not create a hazard. Bags, containers, bundles, etc., stored in tiers shall be stacked, blocked, interlocked, and limited in height.
2. Storage on top shelf is allowed only if shelves have been secured to floor or wall, but the stack can be no higher than 12 inches.
3. Storage of material on top of file cabinets, bookcases, and lockers will be limited to items weighing less than 20 pounds [no larger than the width of the storage unit] and can be stacked no higher than 18 inches.
4. If storage is directly below a sprinkler head, it shall be no closer than 18 inches.
5. When storing materials overhead on balconies, provide adequate space to prevent objects from rolling over the edge.
6. When suspending materials from racks or hoods, secure them from falling and route walkways a safe distance from these objects.
7. When putting materials into a pile, make sure that the base is firm and level. Keep piles level and not stacked too high, and keep aisles clear with adequate space to walk in.
8. Sharp or pointed objects should be stored in a way that prevents persons from coming in contact with them.
9. Securely fasten shelves, cabinets, lockers, etc., to the floor or wall if a possibility of overturning exists.
10. If storage is directly below a sprinkler head, it shall be no closer than 18 inches.
11. Do not use furnace rooms, boiler rooms, or equipment rooms for storage.

D. Electrical

1. Control or fuse boxes should be kept closed at all times and kept clear of debris.

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2. Electrical equipment shall be properly oiled and free of grease and/or dirt.
3. Storage shall not be allowed in designated electrical control rooms/closets.
4. Electrical cords on all power tools and portable equipment shall be examined for frays or missing ground prongs before each use.
5. Extension cords shall not be ran across aisles, or through oil or water.
6. Extension cords shall be inspected for kinks, worn insulation, and exposed strands of wire before use. Notify your supervisor if the cord you use shows signs of these defects.

III. OFFICE FURNITURE & EQUIPMENT

- A. **File Cabinets** can cause accidents in many ways. If located near entrance doors or aisles, drawers left open can become a bump or trip hazard. If the upper drawers are fully utilized while the lower drawers are nearly empty, the cabinet can tip over when the upper drawers are pulled out. Never open more than one file drawer at a time, and close it when leaving the file cabinet.
- B. **Sharp implements** such as scissors, razor blades, or letter openers should always be put away after use and never left to lie out on top of file cabinets or other locations where they can fall. Razor blades or similar extremely sharp instruments should always be stored in a cover or holder so that the blade is not exposed, and stored in a properly marked central location.
- C. **Chairs** and other office furnishings should be checked for structural integrity and defective items disposed of promptly. If any equipment is determined to be defective, it should be clearly marked "**DANGER**" and "**DO NOT USE**" until it is disposed of.
- D. **Fans**, if used, must be fully guarded so that there is no opening near the blade greater than 1/2 inch in any direction. The only exception is if the fan is installed 7 feet or more above the floor or working surface. Metal-framed electric fans should be grounded. Care must be taken to ensure that a fan's electrical cord does not become a tripping hazard.
- E. **Portable Heaters** in the work area are authorized only when such heaters are authorized, the heating element is guarded against accidental contact, positioned not too close to furniture or other combustibles, and that a tip-over switch cuts off electrical power to the heating element if the heater is knocked over accidentally. This feature could prevent the heater from starting a fire. Kerosene heaters in the work area are strictly prohibited.