**Sample General Safe Work Practice for Housekeeping**

**DO:**

a)        Maintain housekeeping at all times

b)        Ensure that your workspace is clean and tidy, especially at the end of the day

c)        Keep all pathways /corridors free from clutter

d)        Have waste receptacles throughout the work area

e)        Keep waste in a segregated area, as required

f)         Keep areas around emergency equipment (i.e., fire extinguishers, hoses and PPE) clear at all times

g)        Organize cables and cords to avoid tripping hazards.

h)       Store any work materials safely

i)         Keep small items in boxes or bins

j)          If you see a housekeeping hazard, mitigate immediately or inform you supervisor and/or the workplace Safety Rep

**DO NOT**

a)        Do not allow cables or cord to cross pathways or corridors, if at all possible

b)        Do not stack boxes or other items in front of emergency exits or equipment

c)        Do not allow areas to remain untidy, especially common areas used by all (i.e., photocopier room and/or supplies cabinet to do should an incident occur.