

# The Importance of a Clean Workplace

## Safety Meeting Packet

### Protect Your Workforce



The Occupational Safety and Health Administration (OSHA) requires all employers to have good sanitation and housekeeping practices to comply with their health and safety standards. An unkept or unsanitary workplace can pose avoidable hazards for employees, increasing the risk of workplace injuries and illness. There is much more to housekeeping than average cleanliness. It includes keeping the work area neat and organized,

removing waste materials and fire hazards, and paying attention to workplace layout. Good housekeeping is an essential part of accident and fire prevention. By incorporating the practices below, employers can ensure their employees remain safe and healthy in the workplace.

### Identify and Evaluate Hazards

It is every employer's responsibility to provide a work environment that is as safe as possible for its staff. The first step is to evaluate the current state of the workplace and identify areas of improvement as it relates to cleanliness. When evaluating workplace hazards, consider the following:

- What is the state of the individual work areas? Are they organized and clean?
- Are materials and tools put away after every use?
- How sanitary is the workplace overall?
- What is the state of the walkways in the workplace?
- Are there any obstructions or tripping hazards in the walkways?
- Are waste items being disposed properly?



### Tips to Eliminate Hazards

After inspecting and evaluating the current state of the workplace, employers should work to eliminate any hazards they discovered. Incorporate these suggestions to improve workplace safety and employee health:

- Never leave tools or materials on the floor.
- Keep the floor of a workroom dry. If the work involves a wet process, use floor drains, false floors, platforms, mats, other dry standing areas, or waterproof footwear.
- In the event of a spill, clean it up immediately.
- Replace damaged flooring.
- Keep passageways and fire exits clear.
- Combustible scrap or debris must be removed on a routine basis. Containers for oily, flammable, or hazardous waste must have lids. Move excess materials to an assigned safe storage area.
- Make sure that dust is removed on a routine basis since dust accumulation is a significant explosion hazard.
- Store unused materials and equipment away from the workspace.
- Make sure employees know they are responsible for the cleanliness of their workstation, including the handling and disposal of food and beverages.

---

For additional information, please review 29 CFR 1910.22, 29 CFR 1910.141, and 29 CFR 1926.25.

---





# The Importance of a Clean Workplace Safety Meeting Attendance Acknowledgement

Company Name \_\_\_\_\_  
 Department / Division \_\_\_\_\_  
 Meeting Date & Time \_\_\_\_\_  AM  PM  
 Meeting Location \_\_\_\_\_  
 Name & Title of Individual Conducting Meeting \_\_\_\_\_

### Key Meeting Discussion Points / Important Reminders:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Internal Procedures Reviewed:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

By signing this document, you confirm your attendance at the meeting and acknowledge the issues addressed above!

Employees in Attendance		
(Print): _____ (Sign): _____	(Print): _____ (Sign): _____	(Print): _____ (Sign): _____
(Print): _____ (Sign): _____	(Print): _____ (Sign): _____	(Print): _____ (Sign): _____
(Print): _____ (Sign): _____	(Print): _____ (Sign): _____	(Print): _____ (Sign): _____
(Print): _____ (Sign): _____	(Print): _____ (Sign): _____	(Print): _____ (Sign): _____
(Print): _____ (Sign): _____	(Print): _____ (Sign): _____	(Print): _____ (Sign): _____
(Print): _____ (Sign): _____	(Print): _____ (Sign): _____	(Print): _____ (Sign): _____
(Print): _____ (Sign): _____	(Print): _____ (Sign): _____	(Print): _____ (Sign): _____
(Print): _____ (Sign): _____	(Print): _____ (Sign): _____	(Print): _____ (Sign): _____

Employees not present: \_\_\_\_\_

Suggestions/Recommendations to improve workplace safety and health: \_\_\_\_\_

Actions Taken: \_\_\_\_\_

Manager/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

---

**Disclaimer:**

The information provided above was assembled using multiple resources. However, these materials do not contain ALL the information available regarding the required safety standards under local, provincial, state, or federal law for your industry.

---