



## ★★ GOOD HOUSEKEEPING PRACTICES ★★

### **Keep work areas neat, organized, and safe.**

- Have a designated staging area to store lumber and other building materials.
- Have scrap containers available on the jobsite and require employees and subcontractors dispose of unused construction debris.
  - If scrap containers are not available, designate an area for a trash pile.
- Don't leave tools, materials, boxes, cords, cables, or air hoses on the floor.
- Report loose floorboards, holes, or other floor problems that could cause tripping.
- Clean up all spills immediately; they are slipping hazards.
  - Clean up small chemical spills according to safety data sheet (SDS) and company procedures.
  - Alert trained responders to larger spills immediately.
  - Clean up nonchemical spills (coffee, water, etc.) immediately.
- Never place materials in aisles and passageways or on stairs.
  - They're tripping hazards and can block emergency equipment and evacuation routes.
- Have a place to keep all tools and materials and put them there whenever you're not using them.
  - Never leave sharp tools lying around with their edges exposed.
  - Keep tools and equipment away from table or shelf edges, so they won't fall.
- Avoid keeping food and beverages in the work area.
  - They can spill or fall and cause slipping and tripping hazards.
  - They may be contaminated by chemicals.



**HOMEBUILDERS**  
— SELF INSURERS FUND —

## **Prevent flammables, combustibles, and electrical equipment from causing fires.**

- Keep all containers of flammable liquids closed when not in use.
- Dispose of all combustible scrap, such as oily rags, in approved, closed metal containers.
  - Be sure all containers are labeled.
- Dispose of paper and other trash promptly; empty containers often.
- Don't let grease or dirt build up on machinery and equipment.
- Keep paper and other combustibles away from lights and electrical equipment.
- Smoke only in permitted areas. Put all cigarettes and matches completely out in ashtrays.

## **Take responsibility for identifying and eliminating hazards.**

Every employee has a personal responsibility to:

- Keep his or her own work area neat, clean, and safe.
- Keep aisles, passages, and stairways clear and uncluttered.
- Put tools and materials away in their assigned places when not being used.
- Report anything broken or not working properly so it can be fixed.

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This document is provided for information purposes only. It is not intended to be a substitute for individual legal counsel or advice on issues discussed within. To request that a Loss Control Consultant survey your jobsite, contact us at 225.387.0286 or toll free at 1.877.LHBASIF (542.2743).