

Workplace Housekeeping

Workplace Housekeeping - Checklist for General Inspection

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[What is an example of a housekeeping inspection checklist?](#)

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See the OSH Answers on [Workplace Housekeeping - Basic Guide](#) for more information.

Use the following checklist as a general workplace guide.

Floors and Other Areas

- Are floors clean and clear of waste?
- Are signs posted to warn of wet floors?
- Are floors in good condition?
- Are there holes, worn or loose planks, nails, or carpet sticking up?
- Is anti-slip flooring used where spills, moisture, or grease are likely?
- Are there protruding objects such as nails, sharp corners, open cabinet drawers, or trailing electrical wires?
- Are personal items, such as clothing and lunch boxes, in assigned lockers or storage areas?
- Is the work area congested?
- Are floors well-drained?

Aisles and Stairways

- Are aisles unobstructed and clearly marked?

- Are mirrors installed at blind corners?
- Are aisles wide enough to accommodate workers and equipment comfortably?
- Are safe loading practices used with hand and power trucks, skids, or pallets?
- Is the workplace lighting adequate? Are stairs well-lit?
- Are stairs covered with an anti-slip tread? Are faulty stair treads repaired?

Other Spaces

- Is dust (or combustible dust) removed from ledges or surfaces where it may accumulate? In particular, if [combustible dust](#) is produced in the workplace, check beams, pipes, equipment, light fixtures, etc.
- Are outdoor surfaces kept clear, such as snow and ice removal?
- Are kitchen and eating areas kept free from insects and vermin?
- Are all locker rooms, lunch rooms, canteens, shower areas, and washrooms kept clean and in good condition (e.g., well-lit, sanitary, well-ventilated, etc.)?

Spill Control

- Are all spills wiped up quickly?
- Are procedures followed as indicated on the safety data sheet?
- Are spill absorbents used for greasy, oily, flammable, or toxic materials?
- Are used rags and absorbents disposed of promptly and safely?
- Is a spill area surrounded by a barrier to prevent a spill from spreading?
- Do any drain pipes in chemical storage areas lead to a catch basin (not a general sewer line)?

Equipment and Machinery Maintenance

- Is the equipment in good working order, with all necessary guards or safety features operational or in place?
- Is equipment damaged or outdated?
- Are tools and machinery inspected regularly for wear or leaks?
- Is equipment repaired promptly?
- Are drip pans or absorbent materials used if leaks cannot be stopped at the source?

- Is a machine that splashes oil fitted with a screen or splash guard?
- Are machines and tools cleaned regularly?

Waste Disposal

- Are there adequate numbers of containers?
- Are there separate and approved containers for toxic and flammable waste?
- Are waste containers located where the waste is produced?
- Are waste containers emptied regularly?
- Are toxic and flammable waste chemicals handled properly?

Storage

- Are storage areas marked, safe, and accessible?
- Is material stacked securely, blocked or interlocked if possible?
- Are materials stored in areas that do not obstruct stairs, fire escapes, exits or firefighting equipment?
- Are materials stored in areas that do not interfere with workers or the flow of materials?
- Are bins or racks provided where material cannot be piled?
- Are all storage areas clearly marked?
- Do workers understand material storage and handling procedures?

Fire Prevention

- Are combustible and flammable materials present only in the quantities needed for the job at hand?
- Are combustible and flammable materials kept in safety cans during use?
- Are hazardous materials stored in approved containers and away from ignition sources?
- Are sources of ignition controlled?
- Are sprinkler heads clear of stored material?
- Are fire extinguishers inspected and located along commonly travelled routes, and close to possible ignition sources?
- Are emergency exits marked to provide a quick exit?

- Are oily or greasy rags placed in metal containers and disposed of regularly?
 - Are waste chemicals, such as heat-producing (oxidizing) chemicals, disposed of in appropriate containers and areas?
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