

# HOUSEKEEPING SAFETY CHECKLIST

(To be used on a daily basis)

DATE \_\_\_\_\_

- Have I given my work area a good cleaning?
- Are aisles and passageways clear of stock and other obstructions?
- Have all spills been cleaned up promptly and correctly?
- Have spilled hazardous materials been cleaned up according to proper procedures?
- Do I dispose of any combustible scrap, debris, and waste on a routine basis?
- Do I dispose of oily and paint-soaked rags and waste in covered metal waste cans?
- Do I clean up combustible dust using appropriate means (a vacuum rather than a blower or broom to prevent the dust from becoming suspended in the air)?
- Do I prevent metallic or conductive dust from accumulating on or around electrical fixtures?
- Do I store flammable and combustible liquids only in approved containers, away from ignition sources?
- Do I routinely clean heat-producing equipment such as burners, boilers, tar pots, heat exchangers, stoves etc.?
- Are hand tools, machinery parts and portable equipment returned to their proper locations in a clean and sanitary condition?
- Have I reported all known or observed hazards to my supervisor?
- Have I cleaned and stored my assigned Personal Protective Equipment, PPE?

Department: \_\_\_\_\_

Inspected by: \_\_\_\_\_