



Good Housekeeping

West Virginia University
Environmental Health and Safety



Good Housekeeping Practices

- Keep work areas, stairs, and aisles clean and free of obstructions to prevent trip hazards. Clean up spills to prevent slip hazards.
- Return tools and materials to their assigned storage locations.
- Dispose of scrap and waste material in proper trash receptacles.
- Put recyclable glass, plastic, paper, and metals in appropriate recycling containers.
- Do not place extension or telephone cords across aisles or pathways.
- Maintain accurate and legible labels on all partially or completely full containers.
- Avoid putting heavy items on upper shelves or stacking boxes too high.
- Assure sufficient lighting is present in work areas, stairs, and walkways and promptly replace burned out light bulbs.
- Close filing cabinet and desk drawers.
- Encourage personal hygiene by maintaining adequate supplies of soap, disinfectant, towels, and toilet paper at the workplace.
- Clean all tools and the work area, and return tools to their storage locations.



Practicing good housekeeping prevents injuries, fire, and disease and contributes to improved employee health, safety, and morale.