



Housekeeping - OSHA 29 CFR 1910.22 & Back Safety/Lifting Safely

Housekeeping Guidelines

- All places of employment, passageways, storerooms and service rooms must be kept clean and orderly and in a sanitary condition.
- The floor of every workroom must be maintained in a clean and dry condition. Where wet processes are used, drainage must be maintained.
- To facilitate cleaning, every floor, working place and passageway must be kept free from protruding nails, splinters, holes or loose boards.
- In warehouses where mechanical equipment is used, sufficient safe clearances must be allowed for aisles at loading docks, through doorways and wherever passage must be made.
- Aisles and passageways must be kept clear and in good repair, with no obstruction across or in aisles that could create a hazard. In addition, permanent aisles and passageways must be marked at all times.
- Where there are open pits, tanks, vats, ditches, etc., covers and/or guardrails must be provided to protect personnel from falling in.

Test yourself to see if you are following the rules of "good housekeeping"

- Are aisles clearly marked and kept free of clutter?
- Are spills and leaks cleaned up promptly?
- Are drawers kept closed when not being used?
- Is temporary storage kept out of aisles and work areas?
- Is waste disposed of promptly?
- Are tools and equipment kept clean and free of dirt or soil?
- Are tools, especially those with sharp edges or pointed tips, stored properly when not in use?
- Are storage racks, bins, etc. stacked neatly and safely?
- Are fire exits, fire extinguishers and other fire fighting equipment clearly marked and free of obstructions?
- Are oily, greasy, paint-covered rags, etc. disposed of properly?

Proper Lifting Guidelines

Three thoughts to keep in mind...

1. Sizing up the load – how large is the load? (Will you need a "buddy" to help or other mechanical equipment for assistance?)
2. Determining path of travel – what path will you use?
3. Final load destination – where will it be placed?

Making the lift...

- Keep your back in the neutral "S" Shape curve. Move close to the load, keeping your feet shoulder width apart (one foot slightly in front of the other)
- Bend at the hip and lift with your legs (NOT WITH YOUR BACK!!!)

Low down lifts...

- Drop to one knee; lift the load and balance on one knee. Pause a moment to adjust your grip and rise to a standing position, as you hold the load as close to your body as you can.

Carrying & lowering the load...

- If you must turn with the load, use your feet – not your waist!
- Set the load down in a slow motion and never lift loads above your waist – use mechanical devices

Are you lifting within your safety zone?

Safety Zone - body balanced above your feet, feet are shoulder width apart

At-Risk Zone - bending and lifting outside of your safety zone

Danger Zone - reaching, bending and lifting 5 or 6 inches in front of your feet (recipe for disaster!)

Use your head... Not your back...

- * Use tools or buddies to help lift and carry when possible!
- * Take a quick stretch break
- * Relax by walking