

Loss Control Bulletin**Importance of Good Housekeeping**

Good housekeeping in the workplace is the practice of cleaning and arranging materials and inventory to help improve the space. It can be a major factor in preventing injuries, property damage, and waste. Effective housekeeping is a basic safety practice for regular building and facilities maintenance. Housekeeping concerns are not limited to industrial settings but extend to every area of business. The following general guidelines may offer helpful advice.

Plan for Good Housekeeping

Key points in planning and maintaining a good housekeeping system are:

- Eliminate unused items by separating needed tools, parts, and instructions from unneeded materials.
- Organize whatever remains by neatly arranging and identifying parts and tools for ease of use.
- Clean the work area by conducting a cleanup campaign.
- Schedule regular cleaning and maintenance daily.
- Form the habit of always following the above.

Benefits of Good Housekeeping

Effective housekeeping demonstrates that management is concerned about customers, employees, and the condition of the premises. Some important benefits that result from maintaining good housekeeping include:

- Improved safety
- Higher equipment availability
- Lower defect rates
- Reduced costs
- Increased production agility and flexibility
- Improved employee morale
- Better asset utilization
- Enhanced enterprise image to customers, suppliers, employees, and management

For additional information, please call your Republic Indemnity Loss Control representative.

The guidelines provided in this bulletin are only intended to provide an overview of some of the more important steps that can be taken by management to establish a safe workplace. The guidelines are not considered exhaustive of all measures and controls that can be implemented by management to address all potential loss or injury producing causes. Ultimately it is the responsibility of management to take the necessary steps to provide for employee and customer safety. It is not intended as an offer to write insurance for such conditions or exposures. The liability of Republic Indemnity Company of America and its affiliated insurers is limited to the terms, limits and conditions of the insurance policies underwritten by any of them. © 2022 Republic Indemnity of America, 4500 Park Granada, Suite 300, Calabasas, CA 91302.