

UNIVERSITY OF TORONTO SCARBOROUGH

HEALTH AND SAFETY BULLETIN

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HOUSEKEEPING AT UTSC

Effective housekeeping can eliminate some workplace hazards and help get a job done safely and properly. Poor housekeeping can frequently contribute to accidents by hiding hazards that cause injuries.



OFFICE HOUSEKEEPING

- Keep exits and entrances clear
- Stack and store items safely
- Keep work areas clean and tidy
- Use proper waste and recycling containers
- Keep sprinklers, fire alarms and fire extinguishers clear of obstructions and easily accessible
- Clean up spills and leaks of any type quickly and properly
- Ensure wires and cords are not frayed, properly bundled to avoid tripping hazards



LAB HOUSEKEEPING

Laboratory safety requires that good housekeeping practices be followed. Each laboratory worker is responsible for maintaining the cleanliness of their work area. All laboratory workers share a responsibility to maintain the cleanliness of common areas.

- All work areas, walkways and aisles must be kept clean and free of obstructions
- Clean up all spills immediately. All spills must be reported to the supervisor
- Storage of chemicals and equipment in the fume hoods and on bench tops should be kept to a minimum
- Exits, stairways, halls and access to emergency equipment (e.g. fire extinguishers, safety showers, eyewash stations, etc.) shall not be obstructed
- Chemicals and equipment should be returned to their proper storage location immediately after use. Laboratory samples being processed should be returned to their storage locations as soon as possible
- Chemicals and chemical waste should always be segregated and stored according to their chemical family or hazardous classification. Consult EHS's Lab Safety link for more information: <https://ehs.utoronto.ca/our-services/chemical-and-lab-safety/>
- Equipment and materials no longer being used must be disposed of following proper waste removal procedures and not allowed to accumulate in the laboratory
- Experiments should be cleaned up upon completion or at the end of the day

HOUSEKEEPING AT UTSC'S INDUSTRIAL AREAS

The maintenance of buildings and equipment may be the most important element of good housekeeping. Maintenance involves keeping buildings, equipment and machinery in safe, efficient working order and in good repair. Some tips:

- Store all work materials (for example, flammable liquids) in approved, clearly labelled containers in designated storage areas
- Clean and store tools, items and equipment properly
- Store compressed gas cylinders (e.g., carbon dioxide) with the valve cap on, standing upright and securely fastened to prevent tipping or falling



For more information, please visit UTSC's EHS website at: www.utsc.utoronto.ca/ehs/