



## Safety Newsletter

# Housekeeping at Work

Housekeeping is a broad term that refers to the routine maintenance and upkeep of a workplace. Whether an administrative office, maintenance shop, vehicle or other employee work area, good workplace housekeeping reduces injuries and accidents, improves morale, reduces fire potential and can even make operations more efficient. Workplace housekeeping is an integral part of every County department's Injury and Illness Prevention Program. Not keeping workplaces clean and organized can result in:

- Lost time injuries from slips, trips and falls, being struck by out-of-place or unsecured objects, or from using improper tools because the correct tool can't be found.
- Lowered productivity because of the time spent maneuvering around someone else's mess, and time spent looking for proper tools and materials.
- Time spent reporting and investigating accidents that could have been avoided.
- Substandard service or work reputation, lower productivity and lower workplace morale.
- Possible fires, due to improper storage and disposal of flammable or combustible materials and waste.

The Occupational Safety and Health Administration (OSHA) references housekeeping in several general industry standards including Bloodborne pathogens (29 CFR 1910.1030), Fire protection plans (29 CFR 1910.39) and Walking-Working surfaces (29 CFR 1910.22). Here are a few general housekeeping standards that apply to all workplaces.

### 29 CFR 1910.22 (a) (1), (2)

*- 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 so far as possible, a dry condition. Where wet processes are used, drainage must be maintained, and false floors, platforms, mats or other dry standing places should be provided where practical.*

### 29 CFR 1910.22 (a) (3)

*- Every floor, working place and passageway must be kept free from protruding nails, splinters, holes or loose boards, so as to facilitate cleaning.*

### 29 CFR 1910.22 (b) (1)

*- Aisles and passageways must be kept clear and in good repair.*



According to County Safety Manual document 1001, the following housekeeping rules apply to every County workplace.

- Each employee is responsible for cleaning up his/her own work area, including shops, offices, cubicles, storage areas and vehicles (Photo 1).
- Work and bench areas should be kept clean and neat. Tools and equipment must be kept arranged in a safe, orderly manner.
- Aisles and passageways shall not be used for the storage of materials.
- Walkways, stairs and fixed ladders shall be kept free of obstructions.
- Oil, grease and any liquids when spilled, shall be immediately wiped up or sprinkled with an absorbent floor compound.
- Equipment or materials will be neatly stored when not in use (Photo 2).
- Gather all tools and return them to their proper places when a job is complete. Make sure that no tool or appliance has been left in any machine or other place where it might fall or cause damage when the power is turned on.
- Return all surplus materials to warehouses or proper storage areas (Photo 4).
- Scrap material and rubbish shall be placed only in containers provided for that purpose.

- Welding cables, electric cords, air lines, etc., should be kept off floors by use of trees and hooks whenever possible.
- Metal stock, lumber and cased or crated goods should be stored neatly. Round stock should be blocked to prevent rolling, gas cylinders secured by chain in an upright position, and tiered materials cross-tied.
- Do not hang clothing, towels, rags or other combustibles on radiators, hot lines or similar locations.
- Fire inspections and hazard prevention measures shall be conducted (Photo 3).

To achieve and maintain a clean, healthy and safe workplace, supervision should do the following:

1. Communicate housekeeping rules to employees and hold them responsible for the hazards they may create.
2. Regularly inspect work areas for housekeeping hazards and correct or eliminate those hazards.
3. Hold office, work area, storage area and vehicle clean ups at least once a year, in the spring or fall, to reduce clutter, organize work areas and inventory supplies.
4. Get rid of unused, broken or obsolete tools, furnishings, materials or supplies to maximize work and storage area space.

### ***DID YOU KNOW?***

- ◆ Employers are required by Cal/OSHA to have an effective written Injury and Illness Prevention Program (IIPP)?
- ◆ Cal/OSHA can impose stiff penalties and fees if all employees do not know what the IIPP is and where it can be found?
- ◆ The benefits of an effective IIPP include improved workplace safety and health, better morale, increased productivity, and reduced costs of worker's compensation costs?

How can you write your IIPP? There is HELP available from the Cal/OSHA website @ <http://www.dir.ca.gov/dosh/etools/09-031/> called etool.

This etool will produce a written IIPP for you by answering a set of questions (see [How to Create Your Written IIPP - Questions](#)). Each of your answers will automatically appear underlined in a written IIPP which is specific to your workplace. **To produce a complete written IIPP you must fully answer all the IIPP questions.**

**Remember that an effective IIPP is not just a paper program. For your IIPP to be effective, you must fully put it into practice in your department.**



If further assistance is needed  
Contact the Safety Division  
951-955-3520

Title 8, CCR, Section 5194 titled "Hazard Communication" requires all employers, including the County of Riverside, to comply with the Hazard Communication Standard. With regard to Riverside County, this standard requires Department/Agency/District supervisors to provide information to their employees, as well as other individuals entering designated areas, about the hazardous substances to which they may be exposed by means of a written Hazard Communication Program, labels and other forms of warning, Material Safety Data Sheets (MSDS's) aka. Safety Data Sheets (SDS's) and information and training.

This requirement applies to any hazardous substance which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a reasonably foreseeable emergency resulting from workplace operations.

### **What exactly is or qualifies as a hazardous substance?**

On Page 11 of County Safety Operations Manual Document #6001 titled "Hazard Communication/ Employees Right-To-Know Program", a hazardous substance is defined as "Any substance which is a physical hazard or a health hazard or is included in the List of Hazardous Substances prepared by the Director pursuant to Labor Code Section 6382. Though not specifically listed in this definition, it includes substances (chemicals) that are simple asphyxiates, combustible dust, pyrophoric gas and other hazards not otherwise classified (Reference T8, CCR, 5194 (c) Definitions – Hazardous Chemical).

This article is going to focus on one of the methods supervisors must use to provide the required information on hazardous substances to their employees. That method is the provision of Material Safety Data Sheets (MSDS's) aka Safety Data Sheets (SDS's) for hazard substances used in the workplace to their employees.

A Material Safety Data Sheet (MSDS) aka Safety Data Sheet (SDS) is defined as "Written or printed material concerning a hazardous chemical that is prepared in accordance with Section 5194(g)".

Up to December 1, 2015, under the old Hazard Communication Standard, chemical manufacturers, importers, distributors and employers were required to provide Material Safety Data Sheets for hazardous chemical substance they manufactured, shipped, received and used to their employees and/or the employees of their customers. Effective December 1, 2015, the name "Material Safety Data Sheet" was changed to "Safety Data Sheet" because of the adoption and implementation of the Globally Harmonized System (GHS) of Classification and Labeling of Chemicals. The new hazard communication standard still requires chemical manufacturers, importers, distributors and employers to evaluate the chemicals they produce, import, distribute or use and provide hazard information to employers and workers by putting labels on containers and preparing Safety Data Sheets (which replace Material Safety Data Sheets). However, the old standard allowed chemical manufacturers and importers to convey hazard information on labels and material safety data sheets in whatever format they chose. The new modified standard provides a single set of harmonized criteria for classifying chemicals according to their health and physical hazards and specifies hazard communication elements for labeling and safety data sheets.

# SDS- Awareness Continued

Safety Data Sheets must now be produced in English and contain the following numbered Sections and Headings:

- (A) Section 1, Identification;
- (B) Section 2, Hazard(s) identification;
- (C) Section 3, Composition/information on ingredients;
- (D) Section 4, First-aid measures;
- (E) Section 5, Fire-fighting measures;
- (F) Section 6, Accidental release measures;
- (G) Section 7, Handling and storage;
- (H) Section 8, Exposure controls/personal protection;
- (I) Section 9, Physical and chemical properties;
- (J) Section 10, Stability and reactivity;
- (K) Section 11, Toxicological information;
- (L) Section 12, Ecological information;
- (M) Section 13, Disposal considerations;
- (N) Section 14, Transport information;
- (O) Section 15, Regulatory information; and
- (P) Section 16, Other information, including date of preparation or last revision.
- (Q) A description in lay terms, if not otherwise provided, on either a separate sheet or with the body of the information specified in this section, of the specific potential health risks posed by the hazardous chemical intended to alert any person reading the information.

Employers, including the County of Riverside, are required to have fully implemented the change from using Material Safety Data Sheets to Safety Data Sheets under the Globally Harmonized System in the facilities of their Department/Agencies/Districts by June 1, 2016. That means that all yellow Material Safety Data Sheet binders in County facilities need to be relabeled as Safety Data Sheet binders by June 1, 2016. It also means that each Material Safety Data Sheet previously present in the binders for a hazardous substance that is

used in that facility must be replaced by a corresponding Safety Data Sheet for that same hazardous substance by June 1, 2016. Employees still have to receive similar training as was previously required for Material Safety Data Sheets so they know how to read and understand the information contained on a Safety Data Sheet.

If you have questions about this transition from Material Safety Data Sheets to Safety Data Sheets, please contact your Department's/Agencies'/Districts' assigned Safety Coordinator or contact the County Safety Office at 951-955-3520.



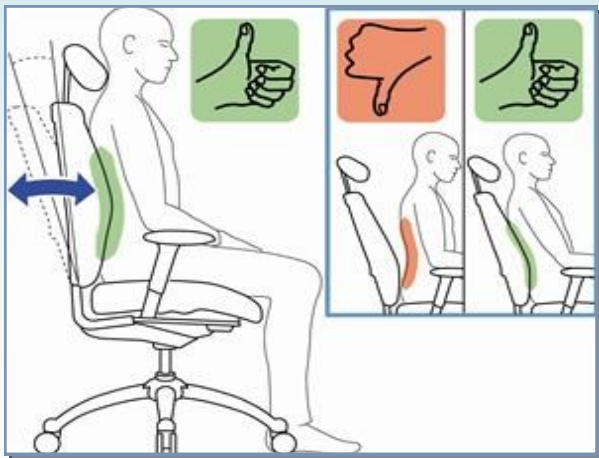
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<p>OSHA Fact Sheet, Hazard Communication Standard          Final Rule          @ <a href="https://www.osha.gov/dsg/hazcom/HCSFactsheet.html">https://www.osha.gov/dsg/hazcom/HCSFactsheet.html</a></p>
<p>T8,CCR,5194          @ <a href="https://www.dir.ca.gov/title8/5194.html">https://www.dir.ca.gov/title8/5194.html</a></p>
<p>T8,CCR, 5194, Appendix A          @ <a href="https://www.dir.ca.gov/title8/5194a.html">https://www.dir.ca.gov/title8/5194a.html</a></p>
<p>T8,CCR, 5194, Appendix B          @ <a href="https://www.dir.ca.gov/title8/5194b.html">https://www.dir.ca.gov/title8/5194b.html</a></p>
<p>T8,CCR, 5194, Appendix C          @ <a href="https://www.dir.ca.gov/title8/5194c.html">https://www.dir.ca.gov/title8/5194c.html</a></p>
<p>T8,CCR, 5194, Appendix D          @ <a href="https://www.dir.ca.gov/title8/5194d.html">https://www.dir.ca.gov/title8/5194d.html</a></p>
<p>T8,CCR, 5194, Appendix E          @ <a href="https://www.dir.ca.gov/title8/5194e.html">https://www.dir.ca.gov/title8/5194e.html</a></p>

Repetitive and prolonged use of a computer keyboard and/or mouse can lead to muscle aches and discomfort. Posture and positioning are important. Try to incorporate the following tips into your work style to avoid problems.

## Sitting

- Sit all the way back in the chair against the backrest.
- Keep your knees equal to, or lower, than your hips with your feet supported.
- Keep your elbows in a slightly open angle (100° to 110°) with your wrists in a straight position. The keyboard tilt can help you attain the correct arm position. A negative tilt (front of keyboard higher than back) helps when working in upright sitting positions. If you recline, a positive tilt (front of the keyboard lower than the back) might be necessary



- **Take 1 or 2 minute breaks every 20-30 minutes, and 5 minute breaks every hour.**
- **Every few hours, try to get up and move around.**

## Neutral Neck Position:

- When looking at your work, keep your neck in a neutral or aligned position. Position the monitor directly in front of you to avoid turning your neck to the side.
- Position the monitor so that you do not have to bend your neck up or down to see the screen. The top of the screen should be approximately 2-3" below seated eye level.
- Place the monitor at least 20 to 30 inches away from you (slightly more than an arm's length). Adjust as needed for your visual comfort.
- If you must use a telephone simultaneously with the computer, use a headset. Never try to hold the handset between your shoulder and ear. If you chose to use a telephone handset, position the telephone close to you to avoid over-reaching.

## Supported Spine:

- Place your feet flat on the floor or on a footrest if necessary.
- Your chair should provide you with good back support. Maximize the contact of your back with the chair back using chair adjustments or cushions as needed.
- If your chair has an active recline mechanism, use it to change your position throughout the day.
- It is often useful to have armrests. However, they should be adjustable in height and width to allow for resting the arms with your shoulders in a relaxed position.
- The chair seat depth should be sufficient to support your thighs while providing a small space between the edge of the chair and the back of your knees.