



Discussion Date: _

Employee Participants:

FIVE-MINUTE HOUSEKEEPING

29 CFR 1910.141

Only in fairy tales do magical creatures appear and clean up after you leave work for the day. In the real world, good housekeeping requires a bit of good old-fashioned time to task.

Spills, overspray, and accumulations of dust, shavings and clutter happen throughout the workday. Taking just five minutes at the end a shift to tidy up, reset and restock will help to keep workspaces clean and safe.

Here's a quick list of daily housekeeping tasks that should take only about five minutes to complete:

- 1. Clear and wipe off all working surfaces.
- 2. Clean up spills and overspray and take spent absorbents to collection containers.
- 3. Sweep and, if necessary, mop your work area.
- 4. Return tools and equipment to their designated storage areas.
- 5. Restock consumable items, supplies and parts bins so that all items are available and ready for the next day or shift.
- 6. Empty waste cans and replace liners.
- 7. Report needs (new brooms, empty bins that can't be filled, etc.) to your supervisor so they can be addressed.

OUR SITE SPECIFIC REQUIREMENTS/PROCEDURES





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