



## Housekeeping

The easiest way to prevent pollution, avoid fines and reduce clean-up costs is to keep your business clean and well organised in the first place. Implementing daily routines for clean-up and waste disposal will keep your business well presented and in compliance with the law.

Daily housekeeping activities not only help you to present your business in its best possible light and most professional manner, but they can also help you to:

- Reduce the types and quantities of all materials and wastes held on site,
- Reduce the down time spent cleaning up or looking for equipment,
- Reduce the attraction of pests such as rats, birds and insects to your site,
- Improve working conditions and morale,
- Improve the presentation and public appearance of your business.
- Prevent workplace injuries from slips, trips and falls.

## Good Housekeeping Practices

- Establish daily clean-up routines.
- Allocate housekeeping responsibilities to all staff.
- Require all staff to clean up their own waste as they go.
- Think about the presentation of your business from your neighbours or customers point of view. What sort of impression does your business create?
- In each process area (including offices) set aside designated areas for the proper covered storage of wastes.
- Ensure all hazardous substances and dangerous goods are kept in properly identified containers, especially when those substances have been decanted.
- Make sure your work area has enough drip trays, storage bins and clean-up materials.
- Use dry cleaning methods wherever possible.
- Keep a mop and bucket on hand at all times. Use it to clean up small spills.
- Keep suitable absorbent clean up material on hand for larger spills i.e. spill kits.
- Keep all aisles, passage ways, doorways and work areas free from junk and work in progress.
- Do not allow waste or unused items to accumulate. Apply weekly, monthly, yearly review of all storage to discard unused or out of date materials.

## Environmental Guidelines



### Further Information



WorkSafe Victoria  
Phone: 1800 136 089  
[www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

© VACC Green Stamp Plus  
Issue date: November 2010

**Note: This Good Practice Guideline is not a complete statement of law relevant to this topic.  
Further legal advice must be sought if complete information is required.**