

## GOOD HOUSEKEEPING

Name Care Chapman Date 31/3/22

Please complete the questions below to check your understanding of good housekeeping and return the form to Claire Scott (H&S Officer).

1. Name three hazards that are associated with poor housekeeping?

Cables trailing across walkways ✓  
Oil spilled on floor ✓  
Litter not disposed of responsibly ✓

2. What are the benefits of good housekeeping (tick all that apply)

- a. Reduces the risks of accidents and fires ✓
- b. Causes slips trips and falls
- c. Conserves space ✓
- d. Encourages vermin (rats, cockroaches etc)

3. Which of the following are benefits of good housekeeping?

- a. Reduction of slip/trip hazards ✓
- b. Poorer use of space
- c. The attraction of vermin (rats, cockroaches etc)
- d. Happy workers ✓
- e. More cleaning work
- f. Increased fire hazards
- g. Reduced exposure to hazardous substances such as dust ✓
- h. Tools and materials are easier to find ✓

4. You see a colleague's bag has been left in the middle of the floor. What should you do?

- a. Move it under their desk ✓
- b. Ignore it
- c. Trip over it

5. You have just spilled oil on the floor, what should you do?

- a. Leave it for someone else to clean up
- b. Clear it away immediately ✓
- c. Report it to a manager

6. You see a fire exit door has been obstructed. What should you do?

- a. Move the object ✓
- b. Report the hazard to your manager
- c. Ignore it

7. If you have to put objects at height, how should they be left?

- a. Precariously balanced so it could fall on someone's head
- b. With protruding parts to allow someone to cut or strike against it and hurt themselves
- c. Placed far enough back to risk falling or injury from cuts/punctures/strikes etc ✓

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