

# LOSS CONTROL

## Newsletter



### Good Housekeeping Practices

#### HOW DOES YOUR HOUSEKEEPING MEASURE UP?

- Do you feel like somebody's mother because you have to constantly remind them to clean up?
- Or a judge because you constantly repeat "Order" in the workplace?
- Or frustrated because housekeeping is a job that is never finished?

Good housekeeping practices are critical to, and perhaps the most important aspect of, a safe work environment. Poor housekeeping is the root cause of many accidents and injuries. Typical injuries include slips and trips, being struck by something, or striking against an object. The most severe injuries may result in broken bones, joint strains and head contusions.

Keeping work areas clean requires the full time attention of supervisors and management, whether in the office or around the staging area or service shop. And no matter how much effort is directed towards housekeeping, work areas usually don't stay clean very long. Good housekeeping practices are essential to a dealership's safety program, ensuring worker safety and health and increasing productivity and morale.

#### SO, WHAT ARE THE MOST ESSENTIAL ELEMENTS TO HOUSEKEEPING?

*Basic common sense and attention to detail.*



The following common sense practices can prevent poor housekeeping related injuries.

#### General Housekeeping

- Immediately clean up oil, grease, water and other liquids that can cause slips, trips and falls. Workers should **"walk around, not through"** spill or treated areas.
- Make sure there is adequate space for tools, materials and equipment to perform a job.
- Provide adequate trash bins to limit overcrowding and unsafe conditions.
- Properly maintain equipment to lessen the chance for breakdown, fluid leaks, etc.
- Conduct frequent inspections of work areas and develop a routine cleaning schedule.
- Smoking should be prohibited in all work areas. Post "No Smoking" signs.

#### QUESTIONS?

If you have any questions regarding this newsletter or for additional loss control information, please contact Mark Valentine at 816-698-4611 or [mark.valentine@aon.com](mailto:mark.valentine@aon.com).

## Good Housekeeping Practices Cont.

### Storage Areas and Walkways

- Storage and service areas should be free of debris and maintained in a clean and orderly manner.
- Keep all walkways, aisles, stairs and platforms clear of obstructions.
- Oxygen and acetylene hoses, welding leads, air hoses, and electrical extension cords should not run in aisles or walkways; they should be routed by means that don't present tripping hazards.
- Materials should not be stacked in any area where employees walk.
- Parts and stored materials should not project into the aisle and should be properly stacked so they will not topple or fall.



- When finished with a project, return hand tools and equipment to their proper storage places.
- Store materials in an orderly manner while work is in progress.

### Fire Safety

- Excess trash, debris and oily rags can be fire starters and should be placed in approved containers.
- Overcrowding and improper storage of materials can block fire extinguishers, sprinkler heads and emergency exit doors.
- Spilled flammable liquids should only be cleaned up with absorbent pads, rags and proper soaking material. At no time should a "burn off" of flammable materials be performed in the dealership.

### Work Areas

- Keep all work areas clean and clear of unused materials.
- Trash, parts and equipment should be picked up periodically or as it accumulates.
- Allow sufficient time to clean areas that are plagued with housekeeping issues.

Good housekeeping should be part of the dealership's culture. Not only does good housekeeping prevent work related injuries

and reduce workers' compensation costs, but most importantly, a clean and orderly working environment will keep employees more focused and improve worker productivity and morale.

This newsletter is distributed by the Kansas Automobile Dealers Workers' Compensation Fund (KADWCF) to increase awareness and stress the importance of safe work practices.

Reporting a claim to Gallagher Bassett (GB)

**Fund Account Number: 004352**

Internet: [www.risxfacs.com](http://www.risxfacs.com)

Telephone: 1-800-779-6142

Fax: 1-800-748-6159

Email: [tnwclaims@tnwinc.com](mailto:tnwclaims@tnwinc.com)

Dedicated Adjuster:

Josie Landes – Senior Adjuster

Phone: 816-216-5516

[Josephine\\_Landes@gbtpa.com](mailto:Josephine_Landes@gbtpa.com)

Any other claim related information should be mailed to your adjuster at:

Gallagher Bassett

1300 E. 104th Street, Suite 200

Kansas City, MO 64131

or Fax to: 816-942-0695

You can also email the information directly to the adjuster. The preferred method to report claims is via the internet.

Claim related medical bills should be mailed to:

Gallagher Bassett Central Bill

Processing Center

P.O. Box 23812

Tucson, AZ 85734

