

TOOL TYPE	CHECKLIST	LAST REVIEWED	3/6/13
GEOGRAPHY	ALL	SOURCE:	ADAPTED FROM ILLINOIS OSHA

SANITATION & HOUSEKEEPING SELF-ASSESSMENT CHECKLIST

PROBLEM: Housekeeping requirements are sprinkled throughout the different OSHA standards. Example: The Emergency Action Plan Standard ([Section 1910.38](#)) requires you to keep emergency exits unobstructed and the Walking Working Surfaces Standard requires that you keep floors clean, dry and free of objects that workers may trip over. But the general OSHA housekeeping and sanitation rules that apply to all permanent (as opposed to mobile and temporary) workplaces are set out in the Sanitation Standard ([Section 1910.141](#)).

HOW TOOL HELPS SOLVE THE PROBLEM: Here's a self-assessment Checklist you can use to determine if you comply with current OSHA sanitation and housekeeping rules.

SANITATION & HOUSEKEEPING SELF-ASSESSMENT CHECKLIST

INSTRUCTIONS: To verify compliance with OSHA Sanitation Standard, you must, at a minimum, be able to check off each of the following. If the item is not checked off, indicate why and what steps are being taken to address the problem.

You keep all places of employment as clean as the nature of the work allows.

You keep floors dry including, where wet processes are used [*answer YES if you do all of the following*]:

- Maintain drainage;
- Provide false floors, platforms, mats or other dry standing places “where practicable”; and/or
- Provide workers appropriate waterproof footwear.

You keep every floor, working place and passageway free from protruding nails, splinters, loose boards, and unnecessary holes and openings.

You use appropriate receptacles for solid, liquid or putrescible waste, i.e., waste subject to decay: [*answer YES if receptacles meet all of the following criteria*]:

- They’re constructed so they don’t leak;
- They can be thoroughly cleaned and maintained in sanitary condition; and
- They have a solid tight-fitting cover (or can be kept sanitary without one).

All sweepings, solid or liquid wastes, refuse, and garbage is removed so as not to create a menace to health and as often as necessary or appropriate to keep the workplace sanitary.

Workplaces are constructed to keep out entrance or rodents, insects and other vermin

You conduct effective extermination if you do have vermin.

All places of employment have water that’s “potable,” i.e., useable for drinking, washing the body, cooking and eating utensils and cooking and drinking water dispensers are kept sanitary.

Portable drinking water dispensers are sanitary, capable of being closed and equipped with a tap, you don’t let workers drink water from open containers such as barrels, pails or tanks for drinking water from which the water must be dipped or poured and you ban common drinking cups and utensils.

Outlets for nonpotable water, e.g., for firefighting purposes, are clearly marked to indicate that the water is unsafe and can’t be used for drinking, washing of the person, cooking, etc.

You provide an adequate number of separate toilet facilities for each sex (note: these requirements don’t apply to mobile crews in unattended work locations as long as there are toilets nearby):

Number of employees	Minimum number of water closets ¹
1 to 15	1
16 to 35	2
36 to 55	3
56 to 80	4
81 to 110	5
111 to 150	6
Over 150	(²)

¹Where toilet facilities aren't used by women, urinals may be provided instead of water closets, except that the number of water closets in such cases shall not be reduced to less than 2/3 of the minimum specified.

²1 additional fixture for each additional 40 employees.

Each water closet occupies a separate compartment with a door and walls or partitions between fixtures that are high enough to assure privacy.

Lavatories with running water, soap and towels or blown air for drying are made available in all places of employment (except for mobile crews in unattended work locations as long as there are toilets nearby).

Any showers required by other OSHA standards meet OSHA requirements: [*answer YES only if all of the following things are true*]

- There's at least one shower for each 10 employees of each sex, or numerical fraction thereof, who are required to shower during the same shift; and
- There's body soap or other appropriate cleansing agents in or conveniently near the showers; and
- Workers who use showers are provided with individual clean towels.

Whenever workers are required by a particular OSHA standard to wear protective clothing to prevent contamination with toxic materials, change rooms equipped with storage facilities for street clothes and separate storage facilities for the protective clothing.

You ensure that working clothes you provide to workers that get wet or which are washed between shifts are dry before the worker wears them again.

Workers aren't allowed to consume or store food or beverages in toilet rooms or areas exposed to a toxic material.

Receptacles constructed of smooth, corrosion resistant, easily cleanable, or disposable materials, are provided and used for the disposal of waste food.

Receptacles are kept clean, aren't overfilled, get emptied at least once per working day and have a solid tight-fitting cover unless they can be kept sanitary without one.

All employee food service facilities and operations are carried out in accordance with sound hygienic principles.

In all places of employment where all or part of the food service is provided, the food dispensed is wholesome, free from spoilage and processed, prepared, handled and stored to protect against contamination.