

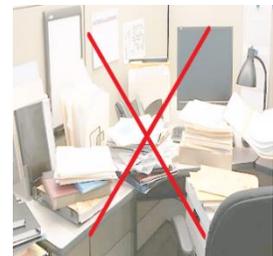
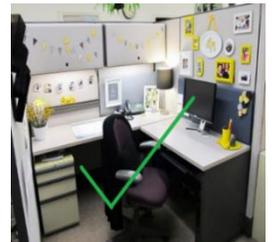
A Clean Workplace is a Safe Workplace



As all of us are under the pressure of working to meet demanding workloads, the workplace environment can often take a backseat role. It's in those moments that workplace accidents may take place. While getting the job done is usually the most important thing on your agenda, maintaining good housekeeping and a safe workplace should be as well. Good Housekeeping is a continuous process that can take place either before, during, or after a job. For safety's sake, it is best to commit to proper housekeeping before a job has begun so that workplace hazards can be minimized and you are free to get your work done safely. The responsibility of housekeeping doesn't weigh on the shoulders of one or just a handful of employees. Everyone at every level of the workplace should be committed to the benefits of good housekeeping.

Here are some tips for maintaining a clean workplace:

1. Prevent slips, trips, and falls by keeping passageways and floors clear of items or debris.
2. Eliminate fire hazards by removing flammable waste and combustible materials.
3. Control dust by cleaning up with industrial vacuums or sweeping.
4. Prevent falling objects by stacking boxes straight and placing heavier objects lower on the shelf.
5. Clear clutter by returning unused tools and equipment to storage, keeping passageways, electrical panels and safety equipment unobstructed.
6. Empty trash or recycling bins before they overflow.
7. Store materials where they rightfully belong. Dispose of materials that have been unused for at least 12 months.
8. When housekeeping, wear basic personal protective equipment like close-toed shoes and safety glasses.
9. Report safety hazards and clean up spills as soon as possible.
10. Follow department rules specifying cleaners, tools and methods used for each housekeeping task.
11. Set up regular inspections, report hazards and keep a record of employee training.



Please respect your institution, your fellow workers, and yourself by practicing good housekeeping as often and completely as you can.

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