

GOT RISK?

District *Safety* Gram **PEOPLE-MISSION-SAFETY**



A Tidy Workplace Will Prevent Injuries

For many people, it's easy to dismiss workplace housekeeping. After all, you might think, "Productive people produce. It wastes time to be extra neat."

Or does it? Think of the time you waste looking for tools or materials when someone doesn't put something back where it belongs.

Good housekeeping is everyone's responsibility. It involves:

- Taking inventory of the items in your work area in order to keep what is necessary while being able to determine what can be removed.
- Picking up items that pose a tripping hazard and covering items such as power cords with wire molding.
- Clearing away waste before it gets out of control or helps to fuel a fire.
- Keeping aisles and stairways clear of clutter.
- Promptly wiping up any spills.

Here are some other things to keep in mind:

- Never leave drawers on filing cabinets, storage spaces or desks open. A coworker's head or leg might discover them before his eyes do. Also, are power cords and cables strewn across the floor, over which an unsuspecting person might trip?
- Is there enough light? Light bulbs that get dirty or burn out and aren't replaced pose a serious hazard.
- Areas undergoing maintenance need to be roped off to keep workers from wandering into potential danger. If a floor is wet, a "caution, wet floor" sign should be posted.
- Don't leave oily or greasy rags hanging around. They pose a real fire hazard.
- Are trash cans emptied regularly?
- Are materials stacked safely, or could they fall onto an unsuspecting employee?

Have a place for everything, and return it to that place as soon as you are finished with it. But have no more items than you need in your work area. Surroundings free of clutter help you think more clearly. When you are able to focus on the job at hand, you can do your job better and avoid accidents.

Spring into the season,
and start thinking of how you can make
your workplace cleaner and safer!

