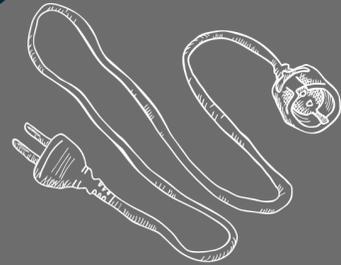


Housekeeping

1 Reduce clutter

Keep work areas tidy and free of tripping hazards such as extension cords, piled material or equipment.

1



2



Keep drawers closed

Keep drawers and doors closed when not in use to eliminate a tripping hazard.

3 Keep walkways clear

Keep chairs pushed in and walkways free of obstacles such as bags, boxes etc.

3



4



Keep floors clean and dry

Promptly clean up spills and place signage to alert others

5 Report any damage or defects of flooring

Notify maintenance of any damage or defects to floors or matting that may cause a tripping hazard immediately.

5



Housekeeping training guide

Below are questions and talking guides for good housekeeping practices

Examples

What are some examples of good housekeeping practices in our rooms and work areas?

1. Not stringing cords across walkways
2. Keeping material and equipment put away in its designated area
3. Doorways are kept free of tripping hazards including items to prop them open
4. Drawers and cabinets are kept closed when not in use
5. Spills are cleaned promptly and signs placed
6. Rugs are not turned up at the corners and floors are in good condition

Ongoing practices

How do we keep up with good housekeeping?

1. Make a plan
2. Schedule time in each day to identify any hazards and pick up

Addressing a spill

How do we address a spill, small and large?

1. For small spills that are not hazardous, clean up and place a wet floor sign.
2. For hazardous or large spills, place a sign and have someone direct anyone away from the area while maintenance is notified.

Conclusion:

When a regular clean up time is scheduled into each day it keeps the issue from becoming overwhelming. Small steps each day will help to identify and eliminate slip and trip hazards in our workplace.