



8 HOUSEKEEPING

Actions

Good housekeeping is the first law of accident prevention and should be a primary concern for everyone. Messes and clutter are dangerous, especially in the workplace.

General Housekeeping Rules to REMEMBER:

- Clean up after yourself- the work is not complete until the area is clean and orderly with materials put away and in a safe condition.
- Pick up your trash and debris and dispose of it properly.
- Keep your work area and common areas clean throughout the day.
- Dispose of combustibles and flammables properly (e.g., paper, cardboard, liquids).
- Remove protruding nails and other sharp objects or hammer them flat to prevent someone from stepping on them or snagging themselves.
- Stack materials and supplies orderly and secure them so they won't topple.
- Clean up anything that is spilled on the floor as soon as possible.
- Ensure aiseways, pathways, and designated walkways are free from debris and objects.



How We Improved Safety:

Person completing form: Name: _____

Supervisor: _____ Location: _____

Turn this in to your LSIT Chair