



Safety Tip of the Week

Your Safety Is Our Business®

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Housekeeping is Safety



"You never get a second chance to make a good first impression." Never has this phrase been as true as when it comes to housekeeping at work. The negative impressions and implications of poor housekeeping can affect you and co-workers for a long time to come. Morale is lowered for most people who must function every day in a messy, disorderly work environment, although they may not be aware of the cause.

General housekeeping rules to remember are:

- Clean up after yourself. Pick up your trash and debris and dispose of it properly or place it where it will not pose a hazard to others. Institute a routine cleaning schedule.
- Keep your work area clean throughout the day. This will minimize the amount of time needed to clean a "larger mess" at the end of the day.
- Dispose of combustibles and flammables properly. If improperly discarded, they will increase the potential for a fire.
- Remove protruding nails and other sharp objects or hammer them flat to prevent workers from stepping on them or snagging themselves.
- Orderly stack materials and supplies and secure them so they won't topple.

Remember: A Clean Work-Site = A Safer Work-Site!!