

# TAKE A MINUTE FOR YOUR SAFETY

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## HOUSEKEEPING

We're not talking about the hardworking folks that prepare hotel rooms between guests, we're talking about one of the most important topics when it comes to maintaining a safe workplace. Effective workplace housekeeping reduces the number of hazards employees are exposed to, resulting in fewer injuries and a healthier, happier and more productive workplace. Housekeeping is everyone's responsibility.

### Reduce Fire Hazards

- Do not store flammable materials near a heat source. Clean out your furnace/mechanical room, it should not be used for storage.
- Inspect for and repair electrical hazards.
- Store flammable liquids in an approved metal storage cabinet.
- Change clothing if it becomes contaminated with a flammable liquid
- Keep passageways and fire doors free of obstructions. Keep all items at least 18 inches away from automatic sprinklers, fire extinguishers and sprinkler controls.

### Prevent Slips, Trips and Falls

- Clean up spills, leaks and tracked in moisture immediately.
- Keep walkways clear of items; sweep and mop regularly.
- Replace worn, ripped or damaged flooring.
- Install mats at entrances to absorb and capture moisture and dirt. Replace mats if the edges or corners curl.
- Use warning signs when floors are wet.
- Inspect and mop entrances frequently when conditions warrant.

### Clear Clutter

- Do not store items on the stairs.
- Return tools and items to storage when finished using them.
- Maintain a tidy workstation.
- Dispose of items that are no longer needed.
- Empty trash receptacles frequently.
- Ensure electrical panels are unobstructed - 36 inches in each direction.
- Clean out vehicles after each use.



# TAKE A MINUTE FOR YOUR SAFETY SIGN-IN SHEET

COUNTY/AGENCY: \_\_\_\_\_

DATE OF TRAINING: \_\_\_\_\_ PRESENTER: \_\_\_\_\_

TOPIC(S): \_\_\_\_\_

Print Name

Signature

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