



TODAY'S SAFETY TALK – TRAINING SESSIONS TO PREVENT INJURIES AND INCIDENTS

TAKE A MINUTE FOR YOUR SAFETY

SHOP HOUSEKEEPING

Reduce Slip Trip and Fall Hazards

- Keep all walkways, stairways and door exits clear. Don't leave cabinet doors or drawers opened into walkways.
- Put away cords, hoses, and tools when not in use.
- Cover or report holes that are open in the floor.
- Monitor floor mats, carpets, and rugs for signs of wrinkling, curling and saturation.
- Promptly clean up any spills or messes if you can do so safely. Promptly report blood or unknown spills.
- Keep floors as dry and clean as possible.
- Ensure drains are cleared so water will not pool.

Reduce Fire Hazards

- Fire extinguishers, sprinklers, first-aid stations, automated external defibrillators (AEDs), eyewash stations and electrical panels must be left unobstructed.
 - Electrical panels must have at least 36 inches of clearance in front of the panel and 36 inches clearance to each side.
- Avoid storing items in boiler or mechanical rooms.
- Avoid placing combustible materials near spark-generating equipment and heat sources.
- Store flammables in a flammable cabinet or flammable storage room and keep doors closed. Keep flammables away from stairs and exit paths.
- Dispose of oily, paint-soaked, or other flammable waste into approved, covered metal waste receptacles.

Reduce Other Hazards

- When storing items, ensure that the material is stable and not protruding from shelves.
- Ensure storage on mezzanines is stable and protected from falling.
- Maintain clearance around air intake vents.
- Put trash in appropriate containers. Keep desk, breakroom, and work areas clean.

TAKE A MINUTE FOR YOUR SAFETY SIGN-IN SHEET

COUNTY/AGENCY: _____

DATE OF TRAINING: _____ PRESENTER: _____

TOPIC(S): _____

Print Name

Signature

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