

[Insert Company Name]

CLEAN UP YOUR ACT. SHOP SAFETY

Most housekeeping safety hazards fall into one of two categories: **unsafe acts** and **unsafe conditions**. Statistics show that for every mishap caused by unsafe conditions, roughly four are caused by unsafe acts. So, it makes sense to be constantly aware of hazardous housekeeping conditions – and actions – both on and off the job.

Good housekeeping can eliminate many of the conditions that cause injuries – injuries to yourself or your co-workers. Use the following checklist in your work area to identify unsafe conditions and unsafe acts.

- Keep your surrounding work area safe.
- Keep your tools and working materials off the floor.
- Use designated storage locations for materials and tools.
- Keep briefcases, handbags and other obstacles out of the aisles.
- Shut the file and desk drawers when they are not in use.
- Clean and properly maintain all safety gear.
- Wipe up all spills immediately.
- Stack materials properly.
- Remove or repair all unsafe conditions if you are authorized to do so.
- Keep your work area secure.
- Lock up before you leave.
- Return all keys to authorized personnel.
- Make a daily inspection of your work area and department.
- Be alert to housekeeping hazards and accumulation of combustibles that could cause a fire.
- Make sure hazardous materials are properly labeled and stored so that labels can be seen. Guard against exposure of flammable and combustible materials to any heat source.
- Put oil-, paint-, and grease-soaked rags, shavings and other highly combustible waste in the proper waste receptacles.
- Clean up safely. Never use alcohol, gasoline, or other flammable liquid as a cleaning agent, and make sure that all flammable liquids are stored away from direct heat and are in the proper containers.
- Never block fire doors, fire extinguishers, warning signs, or emergency exits.
- Always report these housekeeping hazards:
 - Wet walkways
 - Loose or torn carpeting
 - Chipped tiles
 - Holes, trenches, open manholes
 - Loose tread on stairs
 - Objects left in aisles
 - Cables, hoses, or cords stretched across walkways
 - Poorly lit walkways or stairwells
 - Unsafe tools and equipment
 - Blocked emergency exit(s)

