



# Friday Safety Brief

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## 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're 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 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 exits



Don't ignore housekeeping chores!  
It's up to everyone to keep the workplace clean and safe.

## Required Accident Documentation

**Accident:** An occurrence involving a commercial motor vehicle operating on a public road that results in at least one of the following:

- Fatality,
- Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident,
- Disabling damage to one or more motor vehicles, requiring the vehicle(s) to be towed or otherwise transported from the scene by a tow truck or other vehicle.

For a period of one year after an accident occurs, motor carriers are required to maintain an accident register containing the following information:

- Date and place of accident,
- Driver's name,
- Number of injuries and fatalities,
- Hazardous materials (other than fuel) released, if any.

Motor carriers are also required to maintain copies of all accident reports required by State or other governmental entities or insurers for a period of one year after an accident occurs.

