

Company Name: _____ Dept: _____ Location: _____ Date: _____

#007

OFFICE SAFETY – GENERAL HOUSEKEEPING

There is a direct relationship between a clean, organized workplace and a safe workplace.

Good housekeeping:

- Eliminates accident and fire hazards
- Maintains safe, healthy work conditions
- Saves time, money, materials, space, and effort
- Improves productivity and quality
- Boosts morale
- Reflects an image of a well-run, successful organization.

Be sure to do your part by keeping the following points in mind:

- Always keep walkway and evacuation routes clear.
- Don't store boxes or other items in aisles, hallways, or stairwells that lead to emergency exits.
- Make sure that exit doors are kept clear so that they can be easily opened in an emergency. Good housekeeping will ensure that nothing blocks these doors on either side.
- Access to Fire extinguishers must be kept clear at all times. Extinguishers must also be visible, so they should not be used as hangers for coats nor be blocked by stacks of boxes or other items.
- Personal workspaces should be frequently inspected and corrected for electrical and tripping hazards, unsecured items that may fall or tip over, and bacteria accumulation on phones, keyboards and desktops.
- Garbage, scraps and debris should be properly disposed of in designated trash receptacles and be removed on a frequent basis.
- Eliminate or report any hazards you identify anywhere in the office.

Meeting Conducted By:

Print Name

Signature

Meeting Attended By:

Notes & Suggestions

Document Filing Reference