

# GENERAL HOUSEKEEPING

Many injuries at work are due to poor housekeeping practices which result in slips, trips or falls. Good housekeeping practices can also dramatically reduce the likelihood or severity of a fire. Make sure that areas are kept free of clutter, and that combustible materials and waste are promptly removed and placed in proper receptacles.

## Common housekeeping problems

- ◆ Items stored high at exits (can topple during earthquakes and block the exits)
- ◆ Items stored high over workstations (can topple during earthquakes and cause injuries)
- ◆ Overflow of items impede foot traffic causing trip hazards.

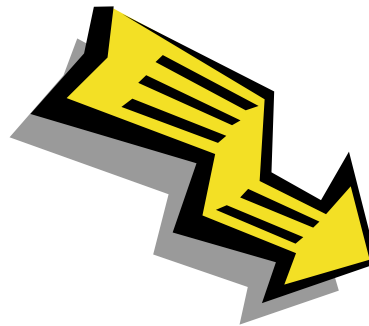


## Is your classroom or work area a candidate for the show “Hoarders?”

Ask yourself.....



- ◆ Do I spend a large amount of time searching through piles saying to myself, “I know it was here somewhere”?
- ◆ Do I keep items, thinking to myself, “I will have a use for this sometime”?
- ◆ Do I later look at items and wonder, “Why did I keep this”?



## There is a solution!!!!

- ◆ Start with a clean slate.
- ◆ Ask yourself, “Have I used this in the last two years?” – if not, toss (recycle).
- ◆ Make it a habit to sort and toss yearly. The time you spend cleaning will be less than the time you spend searching through piles.



